

# Volunteer Policy



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## 1. Introduction and Aims

We believe that volunteers provide a valuable contribution to the school's work, and that they enrich the school through the breadth of their knowledge and experience.

We are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as its development plan.

The aim of Briarwood School's volunteer policy is to:

- Encourage the wider community to engage with the school, thereby enhancing the curriculum, raising achievement and promoting community cohesion
- Ensure that volunteers support the school's vision and values, and adhere to our policies
- Provide staff, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers

This policy has been developed in line with the Department for Education (DfE)'s statutory safeguarding guidance, [Keeping Children Safe in Education \(KCSIE\)](#).

## 2. How We use Volunteers

At Briarwood School volunteers may:

- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as ICT or art
- Support pupils during break/play times
- Hear children read
- Accompany school visits

This isn't an exhaustive list, all volunteers will be supported and directed by the class teams

Volunteers may be:

- Members of the governing board
- Parents
- Former pupils
- Students on work experience/placements (over the age of 16)
- Local residents
- Friends of the school/members of the PTA

This is not an exhaustive list.

Members of the governing board working at the school in their capacity as governors (for instance, conducting school monitoring visits or attending meetings), are not covered by this policy. They are covered by our governor code of conduct.

## 3. Application Process

The following process will be followed when volunteers request to work at the school:

- A prospective candidate emails the school account: [briarwood@bristol-schools.uk](mailto:briarwood@bristol-schools.uk)
- This email is forwarded to the Executive Headteachers PA (EHPA)

- EHPA records receipt of email on a volunteer monitoring spreadsheet
- If an application is sent back to EHPA, it will be forwarded to Head of Education & Skills (JDLM) to check the application is appropriate; if so, Head of Education and Skills will liaise with Heads of School to determine if a placement is available
- On agreement of a placement with a Head of School, Head of Education and Skills will forward the application to the HR Officer
- HR Officer to complete the HR aspects and DBS checks.
- On successful completion of relevant checks, EHPA to log on spreadsheet and inform HoS of start date.

## 4. Appointment of Volunteers

Appointment and induction of new volunteers can take 6 weeks and is dependent on the candidate and available spaces within the school. All appointments are conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training.

The Executive Headteacher reserves the right to terminate a placement at any time.

Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation, if needed. The school will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work at the school.

## 5. Safeguarding

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we are upholding our responsibility to keep our pupils safe, we will ensure:

- All volunteers complete our volunteer induction
- All volunteers are not left to work unsupervised
- Proof of ID matches course/company volunteers are working for
- Proof of current enhanced DBS if volunteering as part of training course placement for under 3 months with proof of course/company identified on the DBS (no unsupervised working, all DBS checks need to be within 3 years of their date)
- An enhanced DBS funded by the volunteer if volunteering for under 3 months is paid by the volunteer, again volunteers are not left unsupervised
- An enhanced DBS check is undertaken for those working directly with children for over 3 months is funded by Briarwood School
- Results of any DBS checks that return unspent and spent listed convictions are considered by the Executive Headteacher and assess these on a case-by-case basis, with regard given to the nature of the conviction and the nature of the work the volunteer will be involved in
- Safeguarding training is provided to all volunteers **prior** to them beginning work at the school, including ensuring that they have read and understood part 1 of Keeping Children Safe in Education. Those volunteers not working directly with children they are required to read the condensed version of part 1 (located in annex A) of Keeping Children Safe in Education
- A risk assessment is conducted to determine whether a volunteer who isn't working in regulated activity needs an enhanced DBS check.

The risk assessment will consider:

- The nature of the work they will be doing
- What we know about them; including proof of ID
- References from employers or other voluntary roles

- Whether the role is eligible for an enhanced DBS check
- Swipe access to identified rooms for unregulated working; red lanyard to be worn
- No unsupervised working

➤ Those volunteering for a single day require;

- Proof of course/company details
- Proof of ID
- No unsupervised working
- To wear red lanyards as a safeguarding measure

➤ Volunteers added to the single central record (SCR) via HR Officer

## 6. Induction and Training

Induction training includes;

- Safeguarding and child protection
- Code of Conduct
- Health and Safety
- Emergency Procedures (Fire & Lockdown)
- General site information; toilet access, staffroom, signing in areas
- E safety
- Positive Behaviour Management
- Data Protection & UKGDPR

Volunteers must complete appropriate training prior to beginning work at the school.

Training requirements will be determined by the Head of Education & Skills.

**All volunteers** must have safeguarding, health & safety and UK GDPR training. Other training requirements will be based on the nature of the work the volunteer will be doing.

## 7. Confidentiality

Information about pupils, parents and staff is confidential. Volunteers are not permitted to discuss issues related to pupils, parents or staff with anyone outside of the organisation.

If volunteers have concerns, they should raise these with the Head of School. They shouldn't discuss them with pupils or parents.

This doesn't prevent volunteers from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in our [child protection and safeguarding policy], and inform the designated safeguarding lead (DSL). If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy.

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## 8. Conduct of Volunteers

Volunteers must comply with the volunteer code of conduct set out in Appendix 2 of this policy.

## 9. Insurance

The school's insurance policy covers volunteers over the age of 16 in the event of an accident or emergency.

If a volunteer is working at the school through another organisation, we will also check that organisation's insurance arrangements.

## 10. Data Protection and Record Keeping

Our privacy notice for volunteers explains what information we collect about volunteers and why we collect it.

We will:

- Retain records relating to volunteers in line with our records retention schedule
- Remove details of volunteers from the single central record (SCR) once they no longer work at our school

Our data retention policy/schedule and privacy notice/policy can be found on the school website and is available on request.

## 11. Monitoring and Review

This policy has been approved by the Executive Headteacher and will be reviewed at least every 3 years or if there are changes to legislation.

## 12. Links to other policies

This volunteering policy is linked to our:

- Child protection and Safeguarding policy and KCSIE
- Code of Conduct
- Health and Safety
- Data Protection Policy / UKGDPR Policy
- Equality Statement
- Whistle-blowing
- E safety
- Positive Behaviour Management & Pastoral Policy

## Appendix 1: Volunteer Application Form

Complete the application form in full.

Please note that the school may not be able to accommodate all preferences.

### DATA PROTECTION NOTICE

Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:

- You've given us your consent
- We must process it to comply with our legal obligations

[You'll find more information on how we use your personal data in our privacy notice for volunteers.]

Our data retention policy/schedule and privacy notice/policy can be found on the school website and is available on request.

### PERSONAL DETAILS

<b>Name:</b>	
<b>Date of birth:</b>	
<b>Gender:</b>	
<b>Telephone number:</b>	
<b>Email address:</b>	
<b>Home address:</b>	

### DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

Briarwood School is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

Volunteers working in regulated activity will also require a barred list check.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the Briarwood Schools privacy notice.

<b>Do you have a DBS check? (please circle)</b>	Yes/No
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### DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

If yes, what type of check do you have? (please circle)	Basic DBS / Standard DBS / Enhanced DBS / Enhanced DBS with barred list information
Date of check:	
Certificate number:	

AVAILABILITY					
	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					
Before school					
After school					
Lunchtimes					
How many hours per week/month can you volunteer?					
Can you commit to at least 1 term?					

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## EXPERIENCE AND QUALIFICATIONS

Do you have experience working as a volunteer, especially with children?

If yes, please include details in the box below.

Why would you like to volunteer at Briarwood School?

Do you have any particular skills, employment experience or hobbies you would like to share with the school? (For example, languages spoken, sports, scouting, etc.)

Do you have any relevant qualifications?

### PREFERENCES

What [age group/department/etc.] would you prefer to work with? (we range from 3-19 years and have three sites)

### REFERENCES

Your placement as a volunteer may be subject to satisfactory references. Please give the details of 2 referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc.).

<b>Name:</b>	<b>Name:</b>
<b>Relationship to you:</b>	<b>Relationship to you:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone number:</b>	<b>Telephone number:</b>
<b>Email address:</b>	<b>Email address:</b>

### DISABILITY AND ACCESSIBILITY

Briarwood School is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require:

### Appendix 2: Code of Conduct for Volunteers

By signing this form, volunteers agree to the following:

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## 1. School rules and policies

Volunteers will follow all school rules and policies, including those on:

- 1.1. Safeguarding and Child protection policy and procedures – inc. KCSIE
- 1.2. Code of Conduct
- 1.3. Health and Safety
- 1.4. Data protection / UKGDPR
- 1.5. Equality Statement
- 1.6. Whistle-blowing
- 1.7. E safety
- 1.8. Positive Behaviour Management & Pastoral Policy

Copies of policies are available on the school website and upon request.

## 2. Professional conduct

- 2.1. Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the school's volunteer co-ordinator; Head of Education and Skills
- 2.2. Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour and pastoral policy, or are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils, or issue sanctions. Team teach is used within the school by trained staff, volunteers are not to support any physical intervention.
- 2.3. Volunteers must conduct themselves in a professional manner at all times. This includes:
  - 2.3.1. Dressing in a way that is professional and appropriate to the work they are doing
  - 2.3.2. Refraining from using inappropriate language
  - 2.3.3. Setting an example for pupils by acting in a way that reflects the school's ethos and values
  - 2.3.4. Behaving in a way that is appropriate for the role they are undertaking
  - 2.3.5. Ensuring that comments, including those made on social media, do not bring the school into disrepute
- 2.4. Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged at the end of term or as a way of saying "thank you". [see Business Interests and Gifts policy]
- 2.5. Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents have consented.
- 2.6. Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.
- 2.7. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their Head of School as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

## 3. Safeguarding

- 3.1. Volunteers must be familiar with, and adhere to, the school's safeguarding and child protection policy. Safeguarding training will be provided to all volunteers before they begin their placement.
- 3.2. If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL.

- 3.3. Volunteers should refrain from physical contact with pupils, and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil's consent before touching them.
- 3.4. Volunteers must alert the DSL if a pupil develops an infatuation with them, and must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:
  - 3.4.1. Exchanging contact information
  - 3.4.2. Making contact with pupils outside of school, including on social media
  - 3.4.3. Arranging to meet pupils outside of school
- 3.5. Volunteers should not take or share photos of pupils unless instructed to do so by their supervisor.

**4. Health and safety**

- 4.1. Volunteers must abide by the school's health and safety policy.
- 4.2. Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.
- 4.3. Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor lanyard at all times.

**5. Confidentiality**

- 5.1. Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the Head of School.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.

Please sign and date below:

X

\_\_\_\_\_  
Volunteer name (please print)

X

\_\_\_\_\_  
Volunteer signature

X

\_\_\_\_\_  
Date

### Appendix 3: Requesting a Volunteer

If you'd like assistance from a volunteer in your classroom, or for a specific activity or trip, fill out the form below and submit to your Head of School.

#### ACTIVITY DETAILS

Year group/class	
Activity details	
Date(s) and time(s)	
Is this activity ... (circle one)	One-off? Daily? Weekly? Other? If other, please explain:
<b>Volunteer Details</b>	
How many volunteers do you need?	
Do you need your volunteers to have any specific skills or experience?	

Submitted by:

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## Induction Checklist

To be completed by the Head of School in consultation with the admin team as appropriate

- Volunteer application form completed
- Proof of ID
- Enhanced DBS completed and proof of ID linking to the DBS
- Risk assessment completed for those who are not within a forward facing role or awaiting DBS
- Tour of the site- covering fire/lockdown procedures, toilet access, staffroom, signing in areas
- Read the following policies;
  - ✓ Safeguarding and child protection
  - ✓ Code of Conduct
  - ✓ Health and Safety
  - ✓ Emergency Procedures - Fire/Lockdown
  - ✓ E safety
  - ✓ Positive Behaviour Management
  - ✓ Data Protection / UKGDPR