

# OAKDALE PRIMARY SCHOOL



## Volunteer Policy

Date	
Date of next Review	

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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 the Oakdale Primary School 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's statutory safeguarding guidance, [Keeping Children Safe in Education](#).

## 2. How we use volunteers.

At Oakdale Primary School volunteers may:

- Hear children read
- Accompany school visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as ICT or art

This isn't an exhaustive list.

Volunteers may be:

- Members of the governing board
- Students on work experience
- Local residents

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.

We ask that parents do not apply to be volunteers unless in the capacity of a trained Reading Buddy. However, parents might be invited to volunteer to support on school trips or enrichment opportunities.

## 3. How to apply to volunteer

- Please email the school [office@oakdale.peterborough.sch.uk](mailto:office@oakdale.peterborough.sch.uk) to express an interest. An application form will be sent in response
- Completing an application form (see Appendix 1)

#### **4. Appointment of volunteers**

Volunteers are appointed by SLT.

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 and other appropriate safeguarding and recruitment checks, and relevant training.

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

#### **5. Safeguarding and Induction**

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

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

- Conduct enhanced DBS checks with a barred list check on volunteers
- Consider the results of any DBS checks that return with unspent and spent listed convictions, 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
- Provide safeguarding training 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
- Require volunteers to agree and adhere to our code of conduct and to read, and adhere to, the school's policies on:
  - Safeguarding
  - Use of mobile phones
  - ICT and internet acceptable use
  - Behaviour
- Parents supporting a day trip or enrichment activity are deemed 'visitors to the school' and are not subject to the induction procedures. They will be briefed prior to the visit and provided with the relevant safeguarding and health and safety arrangements by the lead teacher. They will not be left unsupervised with children.
- Regular volunteers will be added to the SCR

#### **6. Induction and training**

All volunteers will be inducted before commencing their role. During this process relevant policies will be shared. Volunteers are asked to sign to acknowledge this and be held to account accordingly.

#### **7. Confidentiality**

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

If volunteers have concerns, they should raise these with the appropriate member of staff. 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: Mrs Kirsti Britton

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy and report any concerns to the Headteacher.

## **8. Conduct of volunteers**

Volunteers must comply with the staff code of conduct. A copy of this and GSWP will be provided at the point of induction.

## **9. Expenses**

Volunteers are not able to submit requests for expenses. All resources needed will be made available by the school.

## **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

## **11. Monitoring and review**

This policy has been approved by the governing board and will be reviewed regularly.



Oakdale Primary School

## Appendix 1: Volunteer Application Form

Complete the application form in full.

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

### VOLUNTEER REGISTRATION FORM AT OAKDALE PRIMARY SCHOOL

Thank you for your interest in volunteering in school. We appreciate the help that our volunteers give us to support the work of the school. If you have any questions or queries, please speak with Nina Harrison, Office Manager.

Surname	<input type="text"/>	Title (Mr/Mrs/Miss/Ms)
Previous Name(s)	<input type="text"/>	Date of Birth ___/___/___
Forename(s)	<input type="text"/>	
Address	<input type="text"/>	
Telephone No.	<input type="text"/>	
Email:	<input type="text"/>	

Please give names of children (and class) / family members within school:

Please give details of any relevant experience e.g. Education, Training, Employment or Voluntary Work:

What skills / areas would you like to help with in school?

Are there any particular age groups / classes you would like to work with?

Times available to help (days/hours):

Do you have any disabilities / other needs we need to take into account when working as a Volunteer?  
in school? (Please give details)

## SAFEGUARDING CHILDREN AND SAFER RECRUITMENT IN EDUCATION

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.

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

### First Referee

Full Name: \_\_\_\_\_

Full Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_ Tel No: \_\_\_\_\_

Job Title & Company: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

### Second Referee

Full Name: \_\_\_\_\_

Full Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_ Tel No: \_\_\_\_\_

Job Title & Company: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_



**Have you resided outside of the UK at any time?**

**Yes/No**

If 'yes' then a 'certificate of good conduct' will need to be independently obtained by the applicant to comply with Industry specific regulations DFE & OFSTED please give details separately.

***I consent to a Disclosure and Barring and Barred List check being made on me if I will have regular unsupervised contact with pupils and to the details on this form being held by the school as a record that appropriate checks have been carried out.***

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Thank you for taking the time to complete this Volunteer Registration Form.**

**Please hand it in at the school office or to Miss Harrison. Your offer of help is appreciated and we will be in touch shortly.**

**FOR SCHOOL USE ONLY - Section 1 or section 2 must be completed**

**1. Regular unsupervised contact with pupils**

DBS application made YES / NO

Date \_\_\_\_\_ Signed \_\_\_\_\_

DBS Clearance received Date \_\_\_\_\_

Signed \_\_\_\_\_

Or

**2. No regular unsupervised contact with pupils**

Date \_\_\_\_\_ Signed \_\_\_\_\_