



St Mary's Church of England Primary School
Established 1845

St Mary's CE Primary

Volunteer policy

Approved by: Rev Matthew Burns (Chair of Governors)

Person Responsible: Peter Kyles (Principal)

Reviewed by full governing body: 8th December 2022

Next Review Date: January 2025

1. Introduction and aims

Volunteers can provide a valuable contribution to the school's work, and that they can enrich the school through the breadth of their knowledge and experience. However, St Mary's rarely uses Volunteers within the school as there are issues around safeguarding and GDPR.

We are committed to using volunteers in a way that supports the school's ethos and vision, as well as its development plan however we are reluctant to involve parents (except governors) as in a small school this has safeguarding and teaching and learning consequences.

The aim of the St Mary'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 and volunteers with clear expectations and guidelines.

This policy has been developed in line with the Department for Education (DfE)'s statutory safeguarding guidance, [Keeping Children Safe in Education 2022 \(KCSIE\)](#).

2. How we use volunteers

At St Mary's volunteers may:

- › Hear children read
- › Accompany school visits
- › Support specific curriculum areas, such as ICT or art

Volunteers may be:

- › Members of the governing board
- › Former pupils
- › Students on work experience
- › Local residents
- › Friends of St Mary's
- › Local Clergy

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. Appointment of volunteers

Volunteers if required are appointed by principal.

All appointments are conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training.

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.

4. Safeguarding

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 who:
 - Work 1-on-1 with pupils unsupervised.
 - Work with groups of pupils unsupervised
- › 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 2022
- › Require volunteers to agree and adhere to our code of conduct, and adhere to, the school's policies on:
 - Safeguarding
 - Use of mobile phones
 - Behaviour
- › Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils

- › Conduct a risk assessment 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
 - Whether the role is eligible for an enhanced DBS check
- › The distinction between visitors and volunteers (some people 'volunteering' at your school on a one-off basis are actually more likely to be classed as visitors, especially if they won't be working unsupervised)
- › volunteers details are added to the single central record (SCR)?

6. Induction and training

Volunteers complete appropriate training prior to working in the school.

Training requirements will be determined by the principal, or the appropriate member of staff.

All volunteers have safeguarding training if they are left alone. 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 those outside of the organisation.

If volunteers have concerns, they should raise these with the appropriate member of staff or DSL. They shouldn't discuss them with pupils or parents.

8. Conduct of volunteers

Volunteers must comply with the [staff code of conduct/the code of conduct.

9. Insurance

Our insurance provider (Zurich) covers volunteers working in school.

11. 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.

12. Monitoring and review

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

13. Links to other policies

This volunteering policy is linked to our:

- Safeguarding & Child protection
- Staff conduct policy.

Peter Kyles

