

Sandy Lane Nursery and Forest School
"Nurturing curiosity and inspiring imagination"



2022-23 Volunteer Policy

DOCUMENT STATUS

Produced By	Version	Date	Action
Sandy Lane Nursery and Forest School from a model policy produced by <i>The Key</i>	1	29.09.20	Adopted by school's Resources Committee
	2	Sept 2022	Reference to Low Level Concerns Policy (see p3)

Contents

1. Introduction and aims	2
2. How we use volunteers.....	2
3. How to apply to volunteer	3
4. Appointment of volunteers.....	3
5. Safeguarding	3
6. Induction and training	4
7. Confidentiality	4
8. Conduct of volunteers.....	4
9. Insurance	4
10. Data protection and record keeping	4
11. Monitoring and review.....	4
Appendix 1: volunteer application form	5
Appendix 2: code of conduct for volunteers	11
Appendix 3: requesting a volunteer (information for staff)	13

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 Sandy Lane Nursery and Forest 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's statutory safeguarding guidance, [Keeping Children Safe in Education](#).

2. How we use volunteers

At Sandy Lane Nursery and Forest School, volunteers may:

- Share books with children
- 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
- Parents

- › Former pupils
- › Students on work experience
- › Local residents
- › Friends of the school/members of any parents' groups the school has from time to time

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. How to apply to volunteer

- › By emailing admin@sandylanenurseryschool.co.uk
- › Approaching class teachers
- › Completing an application form (see appendix 1)

4. Appointment of volunteers

Volunteers are appointed by the deputy headteacher after completing an informal interview.

Intake of new volunteers 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 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. 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:

- › Conduct enhanced DBS checks on all 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
- › Require volunteers to agree and adhere to our code of conduct (see appendix 2) and to read, and adhere to, the school's policies on:
 - Safeguarding and child protection
 - Low Level Concerns
 - Use of mobile phones
 - ICT and internet acceptable use
 - Online safety
 - Behaviour
 - British Values

- Data protection/confidentiality
- Whistleblowing and complaints
- Health and safety
- Accessibility
- Violence and aggression
- Smoking
- Any other relevant policies

6. Induction and training

Volunteers must complete appropriate training (such as health and safety, policy overviews, etc) prior to beginning work at the school.

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

All volunteers must have safeguarding 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 those outside of the organisation.

If volunteers have concerns, they should raise these with the appropriate member of staff. They should not discuss them with children or parents.

This does not 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 safeguarding and child protection policy and inform the designated safeguarding lead.

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

8. Conduct of volunteers

Volunteers must comply with the code of conduct set out in the appendix to this policy.

9. Insurance

The school's insurance policy does cover volunteers 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.

If you have not already received one, please ask for a copy of the school's privacy notice for volunteers.

11. Monitoring and review

This policy is ultimately approved by the full governing body and will be reviewed regularly.

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 will only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

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

You will find more information on how we use your personal data in our privacy notice for volunteers. If you have not already received a copy, please request one from the school office.

Personal details

Name:	
Date of birth:	
Gender:	
Telephone number:	
Email address:	
Home address:	

Disclosure and Barring Service (DBS) information

The 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 is 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 school's privacy notice.

Do you have a DBS	Yes/No
--------------------------	--------

check? (please circle)	
If yes, what type of check do you have? (please circle)	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 one term?					

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 Sandy Lane Nursery and Forest 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 group would you prefer to work with: mainstream (3-4 year olds); early learners (2-year olds); children with additional needs?	
Would you prefer to work one-on-one or with a small group?	

References

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

Name:	Name:
Relationship to you:	Relationship to you:
Address:	Address:
Telephone number:	Telephone number:
Email address:	Email address:

Disability and accessibility

The 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

Code of conduct for volunteers

By signing this form, volunteers agree to the following:

1. School rules and policies

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

- 1.1. Safeguarding and child protection
- 1.2. Use of mobile phones
- 1.3. ICT and internet acceptable use
- 1.4. Online safety
- 1.5. Behaviour
- 1.6. British Values
- 1.7. Data protection/confidentiality
- 1.8. Whistleblowing and complaints
- 1.9. Health and safety
- 1.10. Accessibility
- 1.11. Violence and aggression
- 1.12. Smoking
- 1.13. Any other relevant policies

Copies of the school policies are available online or from the school office

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 deputy headteacher as the school's volunteer co-ordinator.
- 2.2. Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour policy or if they were struggling to manage the behaviour of any children with whom they are working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand children or issue sanctions.
- 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 children 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, children. The exception is small tokens, such as those exchanged during the holidays or as a way of saying "thank you".
- 2.5. Volunteers must not transport children in their own cars unless specific arrangements have been made with the school and the children'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. 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 supervisor or the school office 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. The DSL is Kirsten Matthews, Teacher/SENDCo, and the deputies are Marcia Atherton, Deputy Headteacher, and Jane Wilkie, Headteacher.
- 3.3. Volunteers should refrain from physical contact with children and should use their judgement to determine when physical contact is appropriate, eg, a cuddle if the child is upset. If physical contact with children is required, volunteers should ask for a child's consent and inform their supervisor.
- 3.4. Volunteers must not form personal relationships with children or their parents/carers, either inside or outside of school, with whom they do not already have a personal relationship.
- 3.5. Volunteers should not take or share photos of children unless instructed to do so by their supervisor.

4. Health and safety

- 4.1. Volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.
- 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 badge at all times.

5. Confidentiality

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

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 (information for staff)

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 the deputy headteacher.

Volunteer request form

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:
Will there be any costs for the volunteer (such as entry fees to museums, materials, or travel)?	
Volunteer details	
How many volunteers do you need?	
Do you need your volunteers to have any specific skills or experience?	

Submitted by: Date: