



Volunteer Policy

Our vision at Overton CE Primary School is to develop an enthusiasm for learning and a desire for excellence to enable the whole school community to achieve their best.

This vision is underpinned by our three core values which are:

Love, Hope and Faith

Approved at Resources committee

Review Period: Every 2 years

Volunteer Policy

The governing body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers' and visitors to share this commitment.

Introduction

Our school benefits from developing well planned, active parental and community links. Participation by adults in the activities of the school on a voluntary basis helps to achieve this.

Overton CE Primary School believes that volunteers are a welcome resource for helping to raise children's achievement by supporting the work of teaching staff in delivering the curriculum to all pupils.

Volunteers bring with them a range of skills and experience which can enhance the learning opportunities of all children without encroaching on the professional teaching responsibilities of the class teacher.

Aim

The aim of this policy is to establish expectations for both staff and volunteers regarding the work undertaken by volunteers and their conduct whilst in school.

Volunteers

Volunteers could include any of the following (this list is not exhaustive):

- Members of the Governing Body
- Parents, carers, guardians, elder siblings or Grandparents of Pupils
- Students on Work Experience or Placement
- University Students
- Ex-members of staff
- Local residents
- Staff family members
- Overton School Association (OSA)
- Local interest groups e.g. Biodiversity Society

Types of Activities

Activities volunteers may be engaged in could include any of the following:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Undertaking art and craft activities with small groups of children
- Working with children on computers
- Helping with the library
- Preparing resources for a future lesson
- Accompanying school visits
- Escorting children on local walks and to swimming lessons
- Running or assisting with an after school club
- Social activities such as running a disco
- Fund raising activities such as running a cake stall or Summer Fair
- Interviewing children on a governor visit
- Helping at lunchtime

Becoming a Volunteer

This Volunteer Application Pack is for anyone wishing to volunteer in school on a regular basis. Volunteering on a regular basis is defined as helping either:

- once every week or
- 4 or more times within a 30-day period
- once overnight between 2am and 6am with the opportunity for face- to-face contact with children

As a Hampshire school we are required to conduct a number checks on volunteers that would like to help in school on a regular basis. These include:

- Carrying out an enhanced children's workforce DBS application and a separate children's barred list check.
- Checking that you have the right to work in the UK to comply with immigration law.
- Seek two separate references

Applicants will need to complete the application form in this pack, the Childcare Disqualification Declaration form and the Rehabilitation of offenders Act declaration form and return these to the school office along with the necessary ID documentation to facilitate the DBS checks.

Please see appendix 2 for a full list of documentation that can be submitted for ID.

Only when two satisfactory references and a clear enhanced DBS and children's' barred check has been received by the school, will the Headteacher (or staff member with delegated responsibility) interview the potential volunteer and an appropriate placement will be agreed. This will be in a class which has no family connection to the applicant. A regular day and time will be agreed and the applicant will be expected to sign for and adhere to all relevant documentation, including our Safeguarding and Child Protection Policy and our Confidentiality policy.

Occasional Volunteers

As a school it is also our policy to run an enhanced DBS check, without the children's barred check for occasional volunteers (who are supervised by a member of staff) i.e., assisting with a school walk, a fundraising event or a school visit. Care should be taken to ensure these volunteers do not have sole responsibility for a group of children or provide any form of intimate care.

An entry will be made on the school's **Safeguarding Single Central Record** and a file maintained with the confidential details of the volunteer which will be retained by school for 7 years after the volunteer resigns from their volunteering responsibilities.

If there is any doubt as to the level of checks required, a decision should be sought from the Headteacher.

Information on the Role of a Volunteer

All volunteers should have access to this policy. Volunteers should also familiarise with the following policies that are available from the school's website www.overtonprimary.co.uk or from the school office

- Health and Safety Policy
- Data Protection Policy
- Safeguarding & Child Protection Policy

- Safeguarding Guidance for volunteers
- Keeping Pupils Safe in Education
- Equal Opportunity Policies
- Positive Behaviour Policy
- ICT Acceptable Use Policy (where regular access to the school's computer network is necessary)
- Confidentiality Policy

School Values

All adults who work in school are expected to work and behave in such a way as to promote our three school values which are as follows:

Love, Hope and Faith

Volunteers' Expectations from School

Volunteers in school should expect to:

- be recognised for their valuable contribution to the learning experience for the children they support
- be assigned worthwhile tasks
- be able to access to any school policies or procedures that are relevant to their role
- be able to access any training that is necessary for the success of their activities

School's Expectations from Volunteers

The school expects all volunteers to:

- Adhere to the name protocol for staff e.g., Mrs Wyeth
- Adhere to the school's Policies
- Work under the supervision and direction of staff.
- Be role models for the children they work with e.g., please think about the language and gestures used.
- Wear appropriate, smart but casual dress in line with the schools Dress Code.
- Refer any behavioural or safeguarding concerns to the class teacher and not to attempt to deal with any such issues themselves.
- Use the staffroom but be reminded of school policies as stated above.
- Commit to a regular window of time to allow teachers to plan activities to include the volunteer.
- Advise school as soon as possible when it is not possible to attend.
- Be familiar with school evacuation procedure and follow staff instruction.
- Disclose any information of a criminal nature.

Safeguarding

All volunteers working regularly in school must undertake a short safeguarding induction to include health and safety before commencing their voluntary role and undertake basic Safeguarding and Child Protection Training, Prevent Training and Health and Safety overview.

Security

All volunteers must sign in and out of school and wear a visitor badge for the duration of their volunteering session. Mobile phones are not to be used within school.

Complaints Procedure

Any complaints made by a volunteer or about a volunteer will be referred to the Headteacher (or a delegated staff member) for investigation.

The Headteacher (or delegated staff member in her absence) reserves the right to take the following action:

- To speak with a volunteer about the complaint or behaviour and seek reassurance it will not be repeated.
- Offer an alternative placement or activity for a volunteer.
- Inform the volunteer that the placement has been withdrawn.

Confidentiality Agreement

Whilst in school, it is possible that you may come in to contact with confidential/sensitive information. This may be concerning people with whom you have dealings outside of the school setting such as; parents, children, staff and other individuals representing the school. Please remember that any information that you are privy to whilst at this school is confidential and must remain so. This includes personal and social media interactions.

If you have concerns regarding a breach of sensitive information or indeed, feel there is a matter which needs to be brought to the attention of the Head Teacher, please contact the school office as soon as possible.

You will be asked to acknowledge your agreement of the above statement on the volunteer application form. The school views any breach of confidentiality as a very serious matter and will take appropriate action in the event of any such breach.

Volunteer Application Form and declarations

Please complete the online volunteer application form [Volunteer Application Form – Fill out form](#) and the Childcare disqualification staff and volunteer declaration form and the rehabilitation of offender's act declaration form and return to the school office.

Once we have received references, we will be in touch to arrange a date and time to meet.

Appendix 1

OFF-SITE VISITS VOLUNTEER AGREEMENT

School trips are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: you will have an important role to play in the success and safety of this school trip.

Please read and return this form, and sign and return the helper's slip.

This is part of our school's risk assessment planning.

Role of the Volunteer Helper

- to be responsible and look after, in equal measure, all of the children in your group
- to stay with your allocated group of children, ensuring that their well-being and safety is maintained for the total duration of the school trip
- to promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of our school!
- to ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip
- to contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour

Working alongside school staff

School staff expect volunteer helpers to:

- comply with all of the above whilst being under the direct line management of school staff
- show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest
- follow guidance from the school staff

What is not permitted

- Volunteer helpers are not allowed to bring additional siblings on the school trip.
- Volunteer helpers are not allowed to re-organise school visit groups.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.
- Volunteer helpers are not permitted to take photographs of children.
- Volunteer helpers are not allowed to give/buy their group treats e.g., ice-creams, biscuits, sweets – before, during or after the school trip.
- Volunteers are not allowed to touch or reprimand children but should speak to a school staff member if there are any difficulties. If you need to move a child or gain a child's attention, we always use their name and under no circumstances, are we to come into physical contact with a child.

First Aid

For each class on the school visit, there will be at least one qualified first aider. You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff. Under no circumstances will a volunteer be asked to administer medication of any kind. All other medicines and first aid box(es) will be carried by staff.

Emergencies

You are expected to inform a member of staff as soon as possible. If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

Appendix 2

ID Documentation for DBS checks.

ID documentation for DBS checks can be from the following:

One document from Group 1 and two further documents from either Group 1, or Group 2a or 2b below:

Group 1

- **Passport** – Any current and valid passport
- **Biometric residence permit** – UK
- **Current valid driving licence photocard** – (full or provisional) – UK, Isle of Man, and Channel Islands
- **Birth certificate** (issued within 12 months of birth) – UK, Isle of Man, and Channel Islands – including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
- **Adoption certificate** – UK and Channel Islands

Group 2a

- **Current driving licence photocard** – (full or provisional) - All countries outside the UK (excluding Isle of Man and Channel Islands)
- **Current driving licence** (full or provisional) – paper version (if issued before 1998) – UK, Isle of Man, and Channel Islands
- **Birth certificate** – issued after time of birth – UK, Isle of Man, and Channel Islands
- **Marriage/civil partnership certificate** – UK and Channel Islands
- **Immigration document, visa, or work permit** – Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based
- **HM Forces ID card** – UK
- **Firearms licence** – UK, Isle of Man, and Channel Islands

Group 2b

- **UK Mortgage statement** (issued in last 12 months)
- **UK/Channel Islands Bank or building society statement** – (issued in last 3 months)
- **UK Bank or building society account opening confirmation letter** (issued in last 3 months)
- **UK Credit card statement** (issued in last 3 months)
- **UK Financial statement**, for example pension or endowment (issued in last 12 months)
- **UK and Channel Islands P45 or P60 statement** (issued in last 12 months)
- **UK and Channel Islands Council Tax statement** (issued in last 12 months)
- **UK Utility bill**- not mobile telephone bill (issued in last 3 months)
- **UK Benefit statement**, for example Child Benefit, pension (issued in last 3 months)
- **UK and Channel Islands Central or local government, government agency, or local council document** giving entitlement, eg DWP or HMRC (issued in last 3 months)
- **EEA National ID card** Must still be valid
- **Irish Passport Card** Cannot be used with an Irish passport -Must still be valid
- **Cards carrying the PASS accreditation logo** UK, Isle of Man, and Channel Islands Must still be valid
- **Letter from head teacher or college principal UK** – for 16 to 19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided Must still be valid
- **HMRC Self-assessment or tax demand letters**
- **European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC)**

CHILDCARE DISQUALIFICATION STAFF & VOLUNTEER DECLARATION FORM

Please read the information contained in Part 1 before completing Part 2 of this form

Part 1 – Information for staff

The Childcare Act 2006 and the Childcare (Disqualification) Regulations 2018 apply to nursery schools, primary schools (including infant/junior schools) or secondary schools where there is:

- provision of early years childcare (children aged 0-5), including school nursery and reception classes;
- provision of later years childcare (children who have not attained the age of 8), including before school settings, such as breakfast clubs, after school provision, and holiday clubs.

All staff and volunteers who work in the above settings, including staff who are directly concerned in the management of such early or later years provision, are required to complete and sign Part 2 of this Declaration regarding their suitability to work with children in these settings.

You may be disqualified if:

- you are on the Disclosure & Barring Service Children's Barred List
- you have been found to have committed certain violent and sexual criminal offences against children (or adults);
- there are grounds relating to your care of children including where an order is made in respect of a child under your care;
- you have had registration refused or cancelled in relation to childcare or children's homes or been disqualified from private fostering;
- you have been found to have committed an offence overseas which would constitute an offence regarding disqualification under the 2018 Regulations if it had been done in any part of the United Kingdom.

Individuals who are disqualified are not permitted to continue to work in early or later years provision or be directly concerned in the management of that provision. They can, however, usually apply to Ofsted for a waiver of disqualification – details of how to apply for a waiver are included in the DfE statutory guidance 'Disqualification under the Childcare Act 2006'. This guidance also provides guidance about the circumstances that will disqualify an individual from working with young children.

Please read the statutory guidance before completing Part 2:

www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006

Part 2 – Declaration – to be completed and signed by member of staff or volunteer

I understand that completion of this Declaration forms part of the pre-employment checking process on appointment and for my on-going work at the school.

I understand that should I believe that my situation has changed at any time, and that I may be disqualified from working in the setting, I must inform the Headteacher immediately.

I understand that this Declaration will be used only for the purposes stated and that it will be treated and stored confidentially in accordance with the General Data Protection Regulations (GDPR) 2016 and the Data Protection Act 2018.

Privacy Notice

The school collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the school.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the County Council to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.

You have some legal rights in respect of the personal information we collect from you. Please see the school's website for further details on their privacy notice and data protection policy.

You can contact the Schools Data Protection Officer if you have a concern about the way they collect or use your data.

My full name:	
My job title:	
Service provision I work / will be working: e.g.: in a classroom, breakfast club, after school, nursery	
Declaration:	(Circle as appropriate)
1. I have read Part 1 of this Declaration and the DfE statutory guidance 'Disqualification under the Childcare Act 2006'	YES / NO
2. Are you disqualified from working in a relevant childcare setting as outlined in part 1 above and the statutory guidance?	YES / NO
If you believe you may be disqualified by any of the criteria above, please provide further information below:	
I confirm that the information I have given in this Declaration is true and accurate.	
Signed: Date	

Rehabilitation of Offenders Act 1974 declaration form

Failure to complete this form may render your application invalid.

Full Name:

Date of Birth:

Post Applied for:

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

No: Yes:

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?"

No: Yes:

If you have answered yes to either of the questions above, please provide the following details and include in the envelope along with this form:

- Date of each conviction / pending hearing / reprimand / warning;
- The offence;
- The sentence; and
- The Police Force / Court involved.

Are you included on any list of people barred from working with children by the Disclosure and Barring Service (DBS) or Teaching Regulation Agency (TRA)?

No: Yes:

If you have answered yes to the question above, please provide details including dates and include in the envelope along with this form.

Declaration: I hereby certify that the information given above is true and accurate:

SIGNATURE:

DATE:

Please hand the enclosed declaration to the interviewer in an envelope marked “Confidential Rehabilitation of Offenders Act 1974 declaration”.

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are ‘spent’. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain

convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service**. This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity.

Although a criminal record involving offences against children is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment unless other restrictions are in place through the Children's Barred List, DBS or Teacher Regulation Agency.

Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.

It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.

A copy of the Criminal History (DBS) and Non-Police Personnel Vetting Checks Policy is available on request.

Criminal record certificates will only be issued directly to the applicant. The Local Authority/your employer will request that you show them your certificate and will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record system in accordance with the General Data Protection Regulation 2016 and Data Protection Act 2018. (The Data Protection legislation). The school and Local Authority abide by the DBS Code of Practice and Keeping Children Safe in Education which state that a copy of the DBS Disclosure Certificate may only be retained with the permission of the applicant and shall not be retained for longer than 6 months, in order to comply with the requirements of the Data Protection Legislation.

PRIVACY NOTICE – FOR VOLUNTERR APPLICATION FORM

Overton CE Primary School collects personal information about you in order to recruit and manage our volunteers. The personal information being collected is any personal data, special category data and criminal offence data contained in your application, any references and DBS certificate we receive.

Overton CE Primary School will use your personal information to process your application which will include carrying out a DBS check.

If your application is successful, Overton CE Primary School will use your contact details to contact you in relation to voluntary activities and matters such as training or meetings.

If your application is successful, Overton CE Primary School will ask you to provide emergency contact details which will be used in case of emergency.

The legal basis for Overton CE Primary School's use of your personal data is that it is necessary for the performance of a task carried out in the public interest.

The legal basis for Overton CE Primary School's use of your special category data and any criminal offence data is that it is necessary for reasons of substantial public interest.

Overton CE Primary School will share your personal information with Cantium Business Solutions, who act on behalf of Hampshire County Council to carry out a DBS check.

Overton CE Primary School will keep your personal information stored securely.

If your application is successful your personal information will be retained until 6 months from the date you finish volunteering.

If your application is unsuccessful, Overton CE Primary School will retain your personal information for 6 months after the date you were notified of the decision.

You have some legal rights in respect of the personal information we collect from you. Please see our website page: Overton CE Primary School - Policies and Statutory Documents for further details.

You can contact Overton CE Primary Schools Data Protection Officer at:
adminoffice@overton.hants.sch.uk or 01256770249

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns>