

LEARNING TOGETHER TO BE OUR BEST

**DOVER PARK  
PRIMARY SCHOOL**



**Volunteer and Student Policy**

Date agreed: September 2020

Review date: July 2023

Signed:

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Chair Board of Governors

# Dover Park Primary School

## Revision Record

Revision No.	Date Issued	Prepared By	Approved	Comments
1	October 2019	AW	FGB	New Policy
2	September 2020	AW	FGB	.Review

**The school's Volunteer and student policy is part of the school's safeguarding system. This policy should be read in conjunction with our Child Protection policy, Health and Safety, Allegations against staff Policy and our Safeguarding policy. Other policies (such as our E safety policy) may apply depending on the nature of the volunteering.**

### **Introduction**

Volunteers and students at our school bring with them a range of skills and experience that can enhance the learning opportunities of children. We welcome and encourage volunteers from the local community.

Our volunteers include:

- Members of the Governing body
- Parents of pupils
- Ex-pupils
- Students on work experience
- University students
- Local residents
- Friends of the school.

The types of activities that volunteers are engaged include:

- Hearing children read
- Working with small groups of children
- Working alongside individual children
- Accompanying school visits
- Sharing their skills/knowledge by talking to the class
- Supporting with Isle Dance and Carnival

### **Becoming a Volunteer**

Anyone wishing to become a volunteer, either for a one off event or on a more regular basis, e.g. hearing children read, should contact the class teacher, Headteacher or Deputy Headteacher in the first instance.

Volunteers should complete the Volunteer Information Sheet (Appendix 1) with their contact details, type of activities they would like to help with, and the times they are available to help. A volunteer risk assessment will also be completed (Appendix 2) before anyone is permitted to volunteer in school.

Before starting to help in school, volunteers should complete the Volunteer Agreement (Appendix 1), which sets out the school's expectations of volunteers and asks volunteers to confirm they have received a copy of this policy.

The school will seek DBS clearance for any regular volunteers before they come into school to protect the staff and children. Volunteers without prior DBS checks will not

be left alone with children and will be supervised by a member of staff. Volunteers will also be given a copy of KCSIE 2020 to read before starting.

### **Students**

Dover Park Primary School supports the Isle of Wight College, our feeder secondary schools and ITT and will accept students who are carrying out training.

A Declaration Form (Appendix 3), risk assessment (Appendix 4), identity checks and an enhanced DBS check will be completed prior to their start date. Students will be expected to read all relevant school policies, particularly those relating to Safeguarding and Health and Safety, and the Staff Behaviour Code sign to say they have understood the school's expectations regarding their conduct. All students will have a designated member of staff who will act as their mentor whilst they are with us.

### **Our School Aims**

All adults who work in our school, whether a paid member of staff, or a volunteer are expected to work and behave in such a way as to actively promote our school aims and educational purpose as identified below:

- Nourish the diverse talents of our children, widen their horizons, develop their appetite for learning enabling them to live life to the full
- Bring to an individual the feeling that they can cope with their environment with a sense of confidence in themselves as a significant, competent person
- Encourage children to feel capable of handling situations which challenge their intellectual, personal, spiritual and moral values, showing tolerance of others, ultimately to be equipped with adult life and work in a fast changing society.

### **Our educational purpose is:**

- To teach the national curriculum in a manner which excites the interest and commitment of the children and meets their present and future needs
- To develop attitudes, skills and knowledge which will be relevant to our learners as they prepare to meet the widening expectations of a changing society. We regard personal development as a lifelong learning process.
- To value all children equally whatever their stage of development and offer experiences which give them the maximum sense of success
- To afford all children equality of opportunity and not be discriminated against on the grounds of class, colour, gender, religion or disability
- To provide a partnership between schools, parents and the wider community each having contributions to make to the development of the other.

### **Confidentiality**

Volunteers and students in school are bound by a code of confidentiality. Any concerns that volunteers have about the children they work with/come into contact with should be voiced with the Class teacher or designated Safeguarding and Child

## Protection

member of staff which is Anita Wilcox or her deputy, Katrina Shaer. It must NOT be voiced with the parents of the child or persons outside school. If it is a comment which a child makes which gives rise to concerns, then the Head teacher or the Deputy Head should be informed directly.

Comments regarding children's behaviour or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the Head teacher or Deputy Head.

## Supervision

All volunteers in class work under the supervision of the Class teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.

Volunteers should have clear guidance from the teacher as to how an activity is carried out/what the expected outcome of an activity is. Volunteers are encouraged to seek further advice/guidance from the teacher in the event of any query/problem regarding children's understanding of a task or behaviour.

## Health and Safety

The school has a Health and Safety Policy and this is made available on request to volunteers working in the school. Class teachers ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task (e.g. using equipment/accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class teacher/Head teacher.

## Child Protection

The welfare of our children is paramount. To ensure the safety of our children, we adopt the following procedures:

- All volunteers are given a copy of this Volunteer Policy and asked to sign a *Volunteer Agreement* (Appendix 2)
- They will also be made aware of our Child Protection and Safeguarding policies
- They will be made aware of our designated Safeguarding members of staff – Carol O'Brien and Annie Moore
- To ensure the safety of our pupils at all times, all of our volunteers must have List 99 clearance. Where a volunteer is engaged in a 'one off' activity e.g. sharing their skills/knowledge by talking to the class, no formal checks are carried out on these volunteers. These volunteers will be under constant supervision of school staff and at no point unsupervised or alone with children.

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### **Complaints Procedure**

Any complaints made about a volunteer will be referred to the Head teacher for investigation. Any complaints made by a volunteer will be referred to the Headteacher / Deputy Headteacher.

The Headteacher reserves the right to take the following action:

- To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again;
- Offer an alternative placement for a volunteer, e.g.: helping with another activity or in another class;
- Inform the volunteer that the school no longer wishes to use them
- The full Complaints Procedure is available from the Head teacher.

### **Monitoring and Review**

This policy will be reviewed by the governing body every two years, or earlier if considered necessary.

**Appendix 1**

**VOLUNTEER INFORMATION SHEET - FOR NEW VOLUNTEERS**

Name of volunteer:.....

Date of Birth:.....

Other names known by (including maiden names):.....

Address:

Telephone no:

What skills can you offer the school?

Is there any particular activity that you would like to be involved with?

Is there any particular age group/class/ you would like to work with?

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

**Thank you for taking time to complete this Volunteer Information Sheet. Please hand it to the school office. Your offer of help is appreciated and we will be in touch shortly. The school reserves the right to refuse and offers of help based on the current needs of the school.**

## **Appendix 2**

### **Volunteer Agreement**

Thank you for offering your services as a volunteer at Dover Park Primary School. Your offer of help is greatly appreciated and we hope that you will gain much from your experience here.

Please read and sign this Volunteer Agreement and give to the school

office.

You will receive a copy of it for your records.

- I have received a copy of the School's Volunteer and Student Policy
- I am aware of the School's Child Protection and Safeguarding Policies
- I have read and understand that the Allegations of abuse against staff Policy also applies to supply staff and volunteers
- I will adhere to the school's Behaviour code
- I know who the designated safeguarding member of staff is in school
- I agree to support the School's aims, policies, procedures and ethos
- I agree to treat information I learn from being a volunteer in school as strictly confidential
- I understand that I am required to undergo a DBS check to advise the school of my suitability as a volunteer.

Signed .....

Name.....

Date.....

### Appendix 3

## **VOLUNTEER/STUDENT SAFEGUARDING SELF-DECLARATION FORM**

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

### **Part 1 – Information for volunteers**

*This form is to be completed by new volunteers (and those who have been unable to volunteer due to COVID-19 restrictions) before re/commencement of their volunteering and on an annual basis at the commencement of each subsequent autumn term thereafter; also if there are any changes to personal circumstances, connected to the questions asked in Part 2 of this form.*

The Trust must ensure that they are not knowingly allowing a person who is disqualified under the [2018 Regulations](#) in connection with relevant childcare provision. In gathering information to make these decisions the Trust will ensure that we act proportionately and minimise wherever possible the intrusion into the private lives of staff.

The criteria for disqualification under the 2006 Act and the 2018 Regulations include those set out in the list below:

- inclusion on the Disclosure and Barring Service (DBS) Children’s Barred List;
- being found to have committed certain violent and sexual criminal offences against children and adults which are referred to in regulation 4 and Schedules 2 and 3 of the 2018 Regulations (note that regulation 4 also refers to offences that are listed in other pieces of legislation);
- certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of the 2018 Regulations;
- refusal or cancellation of registration relating to childcare, or children’s homes, or being prohibited from private fostering, as specified in Schedule 1 of the 2018 Regulations;
- being found to have committed an offence overseas, which would constitute an offence regarding disqualification

Under the legislation a person is disqualified if they are ‘found to have committed’ an offence which is included in the 2018 Regulations (a ‘relevant offence’) this includes:

- being convicted of a relevant offence;
- on or after 6 April 2007, being given a caution for a relevant offence;
- on or after 8 April 2013, given a youth caution for a relevant offence

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, apply to Ofsted for a waiver of disqualification – details of how to apply for a waiver are included below. If you think you may be disqualified, you can email Ofsted at [disqualification@ofsted.gov.uk](mailto:disqualification@ofsted.gov.uk) or telephone on 01325 340 40 and they may be able to tell you immediately if you are disqualified – if not they may send you a [form](#) to fill in asking you for more information to allow them to decide.

The DfE statutory guidance ‘*Disqualification under the Childcare Act 2006*’ provides details of and guidance about the circumstances that will disqualify an individual from working in schools.

**Please read the DfE guidance before completing Part 2:**

<https://www.gov.uk/government/publications/applying-to-waive-disqualification-early-years-and-childcare-providers>

<b>Part 2 – Volunteer Declaration – to be completed and signed by the volunteer</b>	
I understand that completion of this Declaration, forms a significant element of my volunteer role within the School. Failure to disclose matters of relevance will result in a referral to the Local Authority Designated Officer.	
I understand that should I believe that my situation has changed at any time, (in that I may be disqualified), 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 Data Protection Act 2018.	
<b>Name of Academy:</b>	
<b>Service provision in which I work / will be working:</b>	
As a volunteer, I could visit all areas of the academy at any time, including nursery, early years, breakfast, after school, holiday club.	
<b>My role:</b>	
<b>My full name:</b>	
<b>My date of birth:</b>	
I have read, <a href="#"><i>'Disqualification under the Childcare Act 2006'</i></a> and confirm: <i>(please circle as appropriate)</i>	
<p>- <b>Are you disqualified?</b></p> <p>You will be disqualified if <u>any</u> of the following apply:</p> <ul style="list-style-type: none"> <li>• inclusion on the Disclosure and Barring Service (DBS) Children's Barred List;</li> <li>• being found to have committed certain violent and sexual criminal offences against children and adults which are referred to in regulation 4 and Schedules 2 and 3 of the 2018 Regulations (note that regulation 4 also refers to offences that are listed in other pieces of legislation);</li> <li>• certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of the 2018 Regulations;</li> <li>• refusal or cancellation of registration relating to childcare, or children's homes, or being prohibited from private fostering, as specified in Schedule 1 of the 2018 Regulations;</li> <li>• being found to have committed an offence overseas, which would constitute an offence regarding disqualification</li> </ul>	<p><b>YES / NO</b></p>

<p><i>*NB - you do not need to provide details about any convictions that are not relevant to the childcare disqualification legislation</i></p>	
<p><b>If you have answered <u>YES</u>, please provide further information below:</b></p> <p><b>Since 1<sup>st</sup> March 2020, have you committed or are you currently under investigation for, a potentially criminal offence?</b></p>	<p><b>YES / NO</b></p>
<p><b>If you have answered <u>YES</u>, please provide further information below:</b></p>	
<p>I understand my responsibility to safeguard children and am aware that I must notify the Headteacher of anything that may affect my suitability to volunteer with children. I will ensure I notify the Headteacher immediately of any changes to my situation in this regard.</p> <p><b>Signed:</b> ..... <b>Date</b> .....</p> <p><b>Print name in block capitals:</b> .....</p>	

Headteacher (signature) .....

Date.....

*Headteacher – please record follow-on action taken, where relevant*

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Signed.....

Date action taken.....

Headteacher (please delete as applicable)

The Headteacher should retain the original copy of this form securely in school

**Appendix 4**

**Risk Assessment for Volunteers/Students post COVID-19**

This risk assessment should be completed when a volunteer (for whom the school already holds a DBS check), returns to their volunteering role in a Trust school from September 2020. In the first instance, it will only be valid for use until 31<sup>st</sup> December 2020 and will be regularly reviewed as a template and risk mitigation strategy, in the light of government guidance on the requirements concerning DBS checks.

Note - This risk assessment should only be used for the circumstances where a volunteer has had a break of longer than 3 months from volunteering, due to COVID-19 restrictions. For all other breaks of longer than 3 months in volunteering, if the volunteer will be in regulated activity, a new DBS check should be completed.

A risk assessment does not need to be completed for employees who have remained a contracted Trust employee during COVID-19 restrictions.

Name of Person .....

Date.....

Has the volunteer completed a new safeguarding self-declaration? Yes  No

**Areas to consider**

Will the volunteer be working in regulated activity? <i>Further information on Regulated Activity can be found <a href="#">here</a>.</i>	
Have any issues/concerns been raised by the volunteer on the safeguarding self-declaration form?	
What is the age group of the pupils/students that the volunteer will work with?	
Are these pupils/students regarded as particularly vulnerable?	
How frequently will the volunteer be in school?	

Is the person signed up to the DBS Update Service for this role? If yes, has a new check been completed since September 2020? Provide the date.	
Is the school aware of any reason that the person should not work with children?	

**Decision**

- High Risk** – the volunteer has identified an issue on the self-declaration form and/or a concern has been raised in the ‘areas to consider’ above that would mean that they would be unsuitable to resume volunteering. Consult LADO.
- Medium Risk** –the volunteer has a previous connection to the school, no issues have been declared on the safeguarding self-declaration form or have been identified in the ‘areas to consider’ above, that would mean they would be unsuitable to resume volunteering.
- Low Risk** – the volunteer is signed up to the DBS Update Service and a clear check has been returned. The safeguarding self-declaration and ‘areas to consider’ identified above, reveal no negative information that would mean that they would be unsuitable to resume volunteering.

Headteacher (Print Name) .....

Headteacher (Signature) .....

Date .....