



At St Mary's we champion every child to be the **best that they can be**. Our knowledge-led curriculum therefore endeavours to develop our children's **character**, **core skills**, **creativity** and sense of **community**.

Supported by our school's vision, ethos and position as a junior school, we believe that our specialist knowledge of the Key Stage 2 age range ensures **improving outcomes, opportunities and experiences for all our children**. To achieve this, we are aspirational for our pupils, instilling high expectations, the passion, perseverance and stamina to succeed.

# Volunteers Policy

Ely St Mary's CofE Junior School

Written/reviewed by: Rachel Clarke

Date: 6<sup>th</sup> June 2022

Next review due by: June 2025 or in line with any KCSIE updates.

## 1. Introduction and aims

Ely St Mary's Junior School welcome visitors and volunteers from the local community and beyond. We believe that these volunteers provide a valuable contribution to the school's work and curriculum, 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 school development plan.

The aim of this 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**

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

## 2. How we use volunteers

At Ely St Mary's volunteers may:

- Hear children read
- Accompany school visits
- Work with individual children or small groups of children
- Support specific curriculum areas with a talk or workshop, such as in ICT, Art, RE
- Lead an assembly
- Support our PTA, Friends of St Mary's, fundraising events.

This isn't an exhaustive list.

Volunteers may be:

- Members of the governing board
- Parents

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- Former pupils
- Students on work experience
- Local residents
- Friends of the school/members of the PTA
- Local clergy or members of the congregation

This is not an exhaustive list.

Before volunteering, it is essential staff at St Mary's are able to approve groups/individuals before working with our children. To do this, we have to ascertain the suitability of volunteers and identify whether they will be carrying out regulated activity, as defined in KCSIE 2022:

### Regulated activity

The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012.

HM Government has produced [Factual note on regulated activity in relation to children: scope](#).

Regulated activity includes:

- teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational well-being, or driving a vehicle only for children;
- work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers.

Work under (a) or (b) is regulated activity only if done regularly.<sup>66</sup> Some activities are always regulated activities, regardless of frequency or whether they are supervised or not. This includes:

- relevant personal care, or health care provided by or provided under the supervision of a health care professional:
  - personal care includes helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability;<sup>67</sup>
  - health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

Regulated activity will not be:

- paid work in specified places which is occasional and temporary and does not involve teaching, training; and
- supervised activity which is paid in non-specified settings such as youth clubs, sports clubs etc.

To ensure the safety of our students at all times, volunteers can be categorised in these ways detailed below. Volunteers in categories 2 and 3 will be recorded, alongside governors, on the Single Central Record (SCR).

- **One-off volunteers or visitors (supervised)** e.g. a visitor in assembly, a parent helping on a trip.

A DBS check is not required although careful checking that the individual is suitable and is visiting for legitimate purposes will take place. This visitor will not be permitted to be in regulated activity with the student and will have an adult member of staff with them at all times.

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- **One-off volunteers or visitors who are working alone and unsupervised with students** e.g. a theatre group or sports provider. These volunteers and visitors will be required to complete or provide proof of a DBS check. We are unable to have any volunteer working independently with students unless they have had a DBS check and have shown their certificate to the school. The number of this certificate will be recorded.
- **Regular visitors or volunteers** e.g. e.g. reading; PTA - someone coming in more than once per half term. These volunteers will also be required to complete or provide proof of a DBS check as noted above for unsupervised volunteers. If volunteers have a gap between visits to the school of more than 3 months, they will be required to complete a new DBS check.

### 3. Becoming a Volunteer - how to apply

Anyone wishing to become a volunteer, either for a one-off event such as a school visit or on a more regular basis, usually approaches a class teacher, the office coordinator or the Headteacher/ Deputy Headteacher directly in person or via office email/telephone (01353662163; [office@esm.school](mailto:office@esm.school) )

New regular or unsupervised volunteers should be asked to complete the Volunteer Application Form and to include two referees. **(Appendix 1)**

As part of their induction to life at the school, volunteers are provided with basic information such as details of those facilities available to them; emergency procedures; safeguarding procedures and staff; and confidentiality.

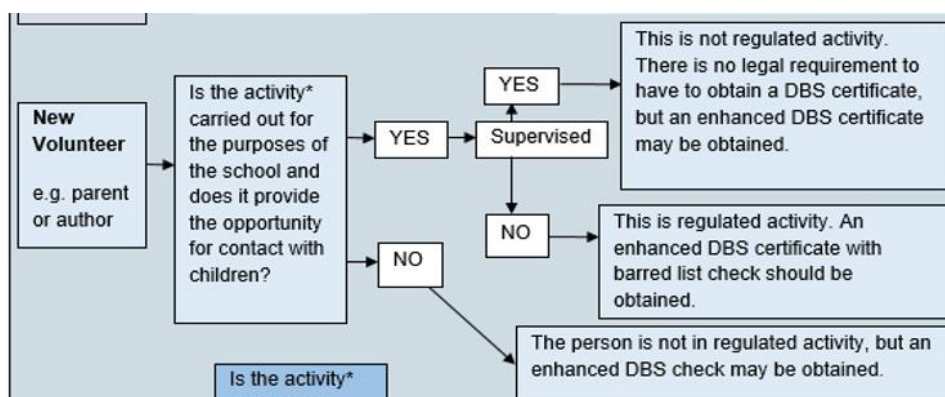
All volunteers will be given a copy of our leaflet, "A practical guide for Volunteer Helpers" and directed to key policies of relevance e.g. code of conduct. **All volunteers** must have safeguarding training – please see below (section 4).

### 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:

- Request to see ID on entry to the school.
- Conduct enhanced DBS checks with a barred list check on volunteers according to the guidance outlined in the KCSIE flowchart below:



- 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 policy and to read, and adhere to, the school's policies on:
  - Safeguarding
  - Use of mobile phones

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- ICT and internet acceptable use
- Behaviour Policy
- Ensure that volunteers without an enhanced DBS checks 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
  - References from employers or other voluntary roles
  - Whether the role is eligible for an enhanced DBS check

## 5. Confidentiality

Information about pupils, parents and staff is confidential. Understandably, within a school, volunteers may hear such conversations which are of a confidential nature. These cover aspects such as student's academic progress, behaviour, or home circumstances. 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.

Volunteers or visitors who are concerned about anything another adult in the school does or says should raise the matter with the Headteacher/ Chair of Governors in line with the Trust Whistle Blowing Policy (displayed in the school staffroom and restrooms and on the website).

## 6. Data protection and record keeping

Our privacy notice for volunteers explains what information we collect about volunteers and why we collect it. It can be accessed on our Trust website here: <https://demat.org.uk/wp-content/uploads/2020/08/31-Privacy-Notice-for-Governors-Trustees-and-Volunteers-V4-QA.pdf>

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

# Appendix 1:

## **Volunteer Application Form Registration Form for Voluntary Helpers at Ely St Mary's Junior School**

You will appreciate that the St Mary's must be particularly careful to enquire into the background of individuals who have access to the children at the school. The school keeps a record of all persons who carry out voluntary work at the setting. You are asked therefore to complete the details below and return it to the school reception.

Safeguarding Students and Safer Recruitment in Education requires that Volunteers give names and addresses of two referees.

If as a voluntary helper, you have **regular, unsupervised contact** with children, then you will need DBS Clearance.

Thank you in advance for your understanding and time commitment to the staff and children of St Mary's – it is greatly appreciated.

Title (Mrs/Miss/Ms/Mr)	
Forename(s)	
Surname	
Previous Name(s)	
Date of Birth	
Address	
Telephone No.	
Have you lived abroad at anytime in the last 5 years? Yes No	
Reason for volunteering (e.g. hear readers; regular trip support; PTA FoSMs; work experience etc.	
Any relevant prior experience? e.g. Education, Training, Employment or Voluntary Work	
Referees: Please give names and addresses of two referees (cannot be friends or relatives)	<p><b><u>First</u></b> Referee Full Name:</p> <p>Full Address:</p> <p>Email:</p> <p>Job Title:</p> <p>Relationship to Applicant:</p> <p><b><u>Second</u></b> Referee Full Name:</p> <p>Full Address:</p> <p>Email:</p> <p>Job Title:</p> <p>Relationship to Applicant:</p>

I consent to the details on this form being held by the academy as a record that appropriate checks have been carried out Signed Date (Voluntary Helper).

*Please continue overleaf.*

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## Volunteer and Visitor Agreement

If you are a visitor at Ely St Mary's on more than one occasion, we ask for your agreement below.

As a Volunteer at St Mary's, we are grateful for your support and we hope that you will gain much from your experience here.

Please read and sign this Volunteer and Visitor Agreement and hand it in to the school reception.

- I have received a copy of the Academy's Volunteer Policy
- I agree to treat information I learn from being a volunteer as confidential.
- I agree to undertake annual safeguarding training.
- I understand that I may be required to undergo a DBS check to advise the academy of my suitability as a volunteer. If you already have a DBS Certificate, please show it to the Office Coordinator.
- I have read the required documents relating to safeguarding:
  - Code of Conduct
  - Safeguarding Policy
  - Use of mobile phones
  - ICT and internet acceptable use
  - Behaviour Policy

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for taking time to complete this Volunteer Information Sheet. Please hand it to our Office Coordinator and we will be in touch shortly.