

## 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 the Peafield Lane Academy 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 (DfE)'s statutory safeguarding guidance, Keeping Children Safe in Education (KCSIE).

## 2. How we use volunteers

At Peafield Lane Academy volunteers may:

- Hear children read
- 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
- Local clergy or members of the congregation

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

Volunteers can approach the school in a number of ways:

- By emailing or telephoning the school office
- By approaching class teachers or a member of the senior leadership team

All volunteers should be directed to complete an application form (see appendix 1)

## 4. Appointment of volunteers

Volunteers are appointed by the office manager with oversight from the headteacher.

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, 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.

Volunteers will be asked to attend an informal meeting or telephone appointment with the office manager or member of the senior leadership team prior to being appointed. If successful the volunteer will then undertake an induction process and relevant checks will take place. This can take between 2 to 3 weeks. Volunteers are not able to start until induction and checks have been completed.

## 5. 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
  - Supervise or accompany groups of pupils on overnight residential visits
- 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 (see appendix 2) and to read, and adhere to, the school's policies on:
  - Safeguarding
  - Use of mobile phones
  - ICT and internet acceptable use
  - Online safety
  - Behaviour
  - Photography & social media
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils

- Conduct a risk assessment (see appendix 4) 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
- If the person in question is 'volunteering' on a one-off basis or infrequently (no more than once every three months) then they would be classed as a visitor and would be managed in-line with the school's visitor policy. This person would not be working unsupervised with children.
- Details regarding volunteers in school will be added to the school's single central record (SCR).
- In the event of a volunteer working at the school from another organisation? The school would expect the same level of assurances that it has for its own volunteers within school. These will be a recorded on the SCR.

## 6. Induction and training

- Induction training will be provided by a member of the school's safeguarding team. An induction record will be completed during training (appendix 5).
- Volunteers must complete appropriate training and induction 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.
- Volunteers will be allocated a member of the senior leader who will be their main point of contact during their period of volunteering.

## 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 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 (DSL).

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 volunteer code of conduct set out in appendix 2 of this policy when working in school. Volunteers who are supporting with an off-site visit should read, follow and sign the code of conduct set out in appendix 6.

## 9. 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

## 10. Monitoring and review

This policy has been approved by the governing body and will be reviewed bi-annually.

### Appendix 1: volunteer application form

## Volunteer Application Form

<b>Part 1 – The volunteer role you are applying for</b>			
Role Title			
Name of Department			
Location			
<b>Part 2 – Personal Information</b>			
First Name		Surname	
Home Address			
Telephone Number		Mobile Phone Number	
Email Address			



Date of Birth	

**Part 3 – Your Interest and Reasons for applying to Volunteer**

What do you hope to gain from volunteering at Peafield Lane Academy?

Please tell us about any hobbies or interests you have that may be relevant to the role you have applied for:

#### **Part 4 – Your Availability**

What days and times would best suit you and how often would you be able to volunteer?

#### **Part 5 – Your Skills and Experience**

Please tell us about any paid/voluntary work experience you have which may be relevant to this role:

Please tell us about any skills, qualifications or training courses that you have attended which may be relevant to this role:

Please tell us about any qualifications or training you are currently studying for:

### Part 6 – References

Please provide details of two people who you have known for **at least two years** that we can ask for references regarding your work/studies/experience and your suitability to volunteer within Peafield Lane Academy. Wherever possible, these should be current/past employers or places you have volunteered.

Referee 1		Referee 2	
Name		Name	
Address		Address	
Tel Number		Tel Number	
Email Address		Email Address	
Occupation		Occupation	
How do you know this person?		How do you know this person?	
When did you last have		When did you last have	



contact with this person?		contact with this person?	
---------------------------	--	---------------------------	--

**Part 7 – Support and Health Needs**

Do you have any disabilities, health needs or extra support needs that we should be aware of when organising your volunteering?

Yes                       No

If yes, please give details to help us plan your volunteering:

**Part 8 – Emergency Contact Details**

Please give details of someone we may contact in an emergency if needed.

Name	
Address	



Tel Number		Mobile Number	
How are you related to this person?			
<b>Part 9 – Disclosing Convictions &amp; Safer Recruitment</b>			
<p><b>Disclosure of Criminal Convictions &amp; Rehabilitation of Offenders Act 1974 and Barred List Checks</b></p> <p>The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain roles and activities, certain convictions and cautions are considered 'protected'. This means they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance criteria on the filtering of these cautions and convictions can be found at the Disclosure &amp; Barring Service website. If you fail to disclose any criminal convictions, cautions, reprimands, warnings and bind overs, including those spent but not 'protected', it could result in withdrawal of the offer of volunteer. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.</p> <p><b>Unspent Offences</b></p> <p>Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>			

**Details of unspent offences which are not protected:**

**Adult Cautions (Simple or Conditional) and Spent Convictions**

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 & Wales) Order 2020?

Yes       No

**Details of unprotected offence:**

**Safer Recruitment**

The Academy Trust is obliged by law to operate a checking procedure for all employees and volunteers who have substantial access to children and young people.

I confirm that I am not barred from working (volunteering) with or applying to work (volunteer) with children (and/or vulnerable adults if appropriate), or included on the DBS Children's Barred List



Tick box to confirm you are not barred.

I understand that the relevant checks for the role I am applying for will be sought.

Yes       No

Are you registered with the DBS update service?

Yes       No

If Yes, please complete the below section:

DBS Certificate Number:

### Part 10 – Declaration

I understand and agree that data contained in this application form will be used for volunteer recruitment purposes.

I confirm the information I have given is correct and complete and any false statements or omissions may result in my services being terminated.

Signed

Date

Print Name	
------------	--

## 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

- 1.1. Volunteers will follow all school rules and policies, including those on:
  - 1.1.1. Child protection
  - 1.1.2. ICT and internet acceptable use
  - 1.1.3. Online safety
  - 1.1.4. Mobile phones
  - 1.1.5. Data protection
  - 1.1.6. Health and safety
  - 1.1.7. Equality
  - 1.1.8. Whistle-blowing
  - 1.1.9. Behaviour
  - 1.1.10. Photography & Social Media
- 1.2. 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 office manager or headteacher.
- 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 are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils 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 pupils 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

## Peafield Lane Academy **Volunteer Policy**

Published: July 2023

Review Date: July 2025

Compiled by: Chris Heathcote



- 2.4. Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged at the end of term or as a way of saying “thank you”.
- 2.5. Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil’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 (for instance, during break times). 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 Chris Heathcote and the deputies are Corey Nightingale and Lisa Evans.
- 3.3. Volunteers should refrain from physical contact with pupils, and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil’s consent before touching them.
- 3.4. Volunteers must alert a DSL if a pupil develops an infatuation with them, and must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:
  - 3.4.1. Exchanging contact information
  - 3.4.2. Making contact with pupils outside of school, including on social media
  - 3.4.3. Arranging to meet pupils outside of school
- 3.5. Volunteers should not take or share photos of pupils 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 pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn’t discuss pupils 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: volunteer reference request form

## Volunteer Reference Request Form

*Peafield Lane Academy, in Mansfield Woodhouse, Nottinghamshire, is a popular, large school with a fantastic reputation. We are one of the original, founding schools in the prestigious Flying High Partnership. The applicant below has nominated you as a referee and we would appreciate your completion of this form to help us assess their suitability to volunteer within one of our schools.*

Applicant's Name:	
Volunteer Role applied	
Referee's Name:	

How long have you known this person?

--

--

In what capacity do you know this person?

--

The nature of this role may require people skills, confidentiality, discretion and reliability. Please comment on the applicant's suitability in any of these areas and any further information you feel would support their application to volunteer at Peafield Lane Academy.

--

Is there any reason, to your knowledge, why this applicant should not work with children?

Yes

No

**If the applicant was a former employee, please complete the following:**

Post held by the applicant:

--



--

Duration of applicant's employment:

Would you recommend this applicant to volunteer at Peafield Lane Academy?
Yes <input type="checkbox"/> No <input type="checkbox"/>

**Declaration:**

I confirm all the information supplied above is a true and correct record of the applicant.

Name:	
Position:	
Signed:	
Date:	
Tel No:	
E-mail address:	



Please return this reference via email to: kryder@peafieldlaneacademy.co.uk

Should you not wish to supply a reference for the named applicant, please confirm this via email also.

All references are treated in the strictest confidence.

Thank you for your co-operation.

## **Appendix 4: volunteer expenses request form**

### **Risk Assessment for Volunteers**

This risk assessment should be completed when considering whether a person working as a volunteer at the school should be asked to apply for an enhanced DBS certificate.

Name of Person: .....

Is the volunteer in 'Regulated' Activity? Yes  No

(Unsupervised teaching, training, instructing or providing care within the school)

- If 'yes', an enhanced DBS with Barred list check is required.
- If volunteer not in 'Regulated' Activity an enhanced DBS without a Barred list check *may* be obtained

### **Areas to consider**

What is the age group of the pupils that the volunteer will work with?	
--	--

## Peafield Lane Academy **Volunteer Policy**

Published: July 2023

Review Date: July 2025

Compiled by: Chris Heathcote



Are these pupils regarded as particularly vulnerable?	
How frequently will the volunteer be in school?	
What is the connection of the volunteer to the school?	
What motivates the volunteer to want to work in the school?	
Is the volunteer in paid employment or do they work in a voluntary capacity elsewhere with children?	
Can the volunteer provide at least one reference from someone other than a family member, including a senior person at the employment or voluntary service named above?	
What information does the school already know about the person?	
Has the person's identity been verified?	
Is the person signed up to the DBS Update Service?	
Has a check been completed on the DBS Update Service?	
Is the person aware of any reason why they should not volunteer to work with children?	
Is the school aware of any reason that the person should not work with children?	



## Decision

- High Risk** – the person has no previous connection with the school AND can not provide references from elsewhere.  
There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school should consider whether the person's uncorroborated background would raise an unacceptable risk.
  
- Medium Risk** – The person can provide suitable references for other work with children (either paid or unpaid), they have a connection to the school, and no issues have come to light that would mean they would be unsuitable. There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school may wish to do so, as no enhanced DBS has been seen.
  
- Low Risk** – The person is signed up to the DBS Update Service and the checks reveal no negative information OR The person is employed or volunteers elsewhere and has a recent enhanced DBS and can provide references OR the school knows the person well (eg. may be a former employee)  
There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, unless the person uses the DBS Update service, the school may decide to obtain a new enhanced DBS.

## Decision

- Application for enhanced DBS check is not needed. State reason(s) below:

- Application for an enhanced DBS check is needed. State reason(s) below:

- Application for an enhanced DBS check and a Barred List check is needed because the person is in Regulated Activity



Headteacher (Print Name) .....

Headteacher (Signature) .....

Date .....

I have read and understood keeping children safe in education Part 1

I understand that I am not to be left unsupervised with any student

I understand that I am not in any circumstance to provide intimate or personal care

Volunteer Name (print Name) .....

Volunteer Signature.....

Date .....

## Appendix 5: Volunteer Induction Checklist



### Induction checklist

### Volunteers

<b>Name:</b>
<b>Date volunteering commences:</b>



<b>Class/ Phase:</b>			
<b>Allocated SLT member:</b>			
<b>Safeguarding</b>			
Read school child protection and safeguarding policy			<input type="checkbox"/>
Read FHT safeguarding statement			<input type="checkbox"/>
Read KCSIE Part 1			<input type="checkbox"/>
Read school behaviour policy			<input type="checkbox"/>
Read volunteer code of conduct			<input type="checkbox"/>
Introduced to safeguarding team			<input type="checkbox"/>
Read volunteer policy			<input type="checkbox"/>
Safeguarding - signs and symptoms of abuse/ dealing with a disclosure			<input type="checkbox"/>
How to raise concerns – share paper incident form (HT office)			<input type="checkbox"/>
Confidentiality procedures - sharing information			<input type="checkbox"/>
Confidential reporting- Whistle blowing & Low Level Concerns			<input type="checkbox"/>
<b>Health and safety</b>			
HR handbook	<input type="checkbox"/>	Signing in and out	<input type="checkbox"/>
Tour of school	<input type="checkbox"/>	First aid	<input type="checkbox"/>
Meet the staff	<input type="checkbox"/>	Accident book	<input type="checkbox"/>
Fire alarm protocol	<input type="checkbox"/>	Lanyard	<input type="checkbox"/>
Lock down protocol	<input type="checkbox"/>	Toilets	<input type="checkbox"/>
Working Safely	<input type="checkbox"/>	Medical Information	<input type="checkbox"/>
Hot drink guidance	<input type="checkbox"/>	Complaints policy	<input type="checkbox"/>
IT acceptable use policy	<input type="checkbox"/>	DBS arrangements	<input type="checkbox"/>



**I confirm that I have read all of the above policies and that I understand and will follow all of the information that I have been given during my induction.**

**Name of Induction Lead:**

---

**Name:** \_\_\_\_\_

**Signed Induction Lead:**

---

**Signed:** \_\_\_\_\_

**Date Induction Completed:**

**Date:** \_\_\_\_\_

---

## **Appendix 6: School Visit Volunteer Agreement Form**

### **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 always use their name and under no circumstances 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**

Peafield Lane Academy **Volunteer Policy**  
Published: July 2023  
Review Date: July 2025  
Compiled by: Chris Heathcote



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.

---

***I have read the Volunteer Policy***

***I agree to the terms and conditions as stated in the policy***

***I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.***

***Signed : \_\_\_\_\_ Date : \_\_\_\_\_***