

**KETTLESHULME ST JAMES
CE (VA) PRIMARY SCHOOL**

**VOLUNTEER
POLICY**

AUTUMN 2024

Review Date - Autumn 2026

**Non-Statutory Policy – Community
Committee**

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. When recruiting volunteers in any capacity the School will take account of best practice guidance and compliance with the Keeping Children Safe in Education Regulations.

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.

Kettleshulme St James Primary School believes that volunteers are a welcome resource for helping to raise children's achievement by helping school to achieve its objectives and 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.

Volunteers broadly fall into three main groups:

1. One-off volunteer helpers, including parents accompanying class trips or volunteering at school events
2. Volunteers who come in regularly to hear children read, support other curriculum areas or deliver after-school clubs.
3. Trainee teachers and students on work placement.

Our volunteers include:

- Parents, carers, grandparents or elder siblings of pupils
- Members of the Governing Body
- Members of the Parent Teachers and Friends Association
- Former pupils and staff
- Students on work experience/placements
 - Local residents and friends of the school
- Volunteers from business and organisations / local interest groups

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.

Types of Activities

Activities volunteers may be engaged in could include any of the following (this list is not exhaustive):

- Listening to children read
- Working with small groups of children
- Working alongside individual children
- Supporting learning during Forest School activities
- Accompanying off-site school visits
- Escorting children on local walks and to swimming lessons
- Running or assisting with the School's wrap around care provision
- Social activities such as running a disco, film night
- Fund raising activities such as running a cake stall
- Governor visits
- Helping at lunchtime

Occasional or One-Off Volunteers

We are very grateful for help from time to time, especially on school trips. We do not require occasional volunteer helpers to fill in application forms or undertake formal checks. As part of planning and risk assessment for off-site visits, we ask that volunteer helpers:

- Provide us with their contact details as well as details of who to contact in an emergency.
- Read and sign our:
 - Off-Site Visits Parent Volunteer Guidance and Agreement (Appendix 4a and 4b)
 - Volunteer Confidentiality Agreement (Appendix 3)

Parents assisting on trips will be asked to read and confirm their agreement to the Off Site Visit Parent Helper Guidance (Appendix 4). This sets out our expectations and rules; the Agreement also obtains medical and emergency contact information for the parent.

The exceptions to this are:

Work experience students or university placements who apply via their educational establishment as it is expected that all necessary safeguarding checks have been carried out by the educational establishment before arriving at Kettlethulme St James Primary School. The student will be expected to adhere to the terms of our Staff Code of Conduct, share their DBS certificate, and will not be placed in a class with any family connection.

In order to determine if a volunteer requires a DBS check a risk assessment will be completed as required in “Keeping Children Safe in Education” and the School will retain this information. If there is any doubt as to the level of checks required, a decision will be sought from the Headteacher.

One-Off or occasional volunteers will be asked to wear **orange** lanyards. This will signify to others that they do not have a DBS check and should not be left on their own with children.

Regular Volunteers

Anyone wishing to become a volunteer on a regular basis, e.g. listening to children read or a fixed term placement, will need to do the following:

- A. Volunteers must complete our Volunteer Application form (**Appendix 1**) which includes their contact details, type of activities they would like to help with, and the times they are available to help.
- B. We ask regular volunteers to commit to volunteering in our school for at least a term.
- C. A Disclosure and Barring Service (‘DBS’ criminal records and barred list check) application must be completed before the volunteer starts at the school. As part of the DBS application process the school will require:
 - forms of ID including photographic ID and recent proof of current address
 - National Insurance Number
 - a record of home address/addresses dating back over the previous 5 years

Please note that applicants will be unable to begin volunteering at the school until a DBS certificate has been issued and these police checks can sometimes take several weeks.

Volunteers recruited through other organisations and students volunteering as a requirement of their course of study, the school will obtain written confirmation that this DBS and other checks have been undertaken by the organisation/college/university. (Student DBS applications are charged at the full rate, so the school would not normally undertake a DBS check for a student on placement.) The individual will be asked to bring photo ID and their DBS certificate on or before their first day at the school.

Regular volunteers will be asked to wear **purple** lanyards. This will signify to others that they have a DBS, are known to the children and can be left alone with children, in shared spaces of the school (such as the library or the pods in the hall).

We do take on work experience placements. These are normally organised through the students' school who will be responsible for the placement risk assessment. We will ensure that the safeguarding and health & safety requirements of both schools are met.

- D. Volunteers will also be required to demonstrate that they have the right to work in the UK (although volunteering is unpaid, it is still regarded as 'work'). Depending on the volunteer's role, it may be appropriate for the school to check that the volunteer is not on the list of people prohibited from teaching.
- E. Prior to acceptance, volunteers / students will be required to attend a short informal interview with the Headteacher.
- F. Before starting to help in school, volunteers should complete the *Volunteer Confidentiality Agreement (Appendix 3)*, which sets out the schools expectations of volunteers and asks volunteers to confirm they have received a copy of this policy (*Volunteer Policy*).

Induction

All Volunteers and Students will receive induction information either before or on the first day of their placement. This induction will be an opportunity for volunteers to raise any questions they may have and will also provide a further opportunity for School to confirm the clear guidelines set out in this policy and the schools expectations. All volunteers work under the guidance of a school staff member. Teachers leading an educational visit off site are responsible for all adults accompanying the group.

Staff in charge of volunteers make sure that they know their way around the school and are familiar with our school vision and values, our Health and Safety Policy and our Child Protection and Safeguarding Policy.

Supervision

All volunteers work under the supervision of the Headteacher, and the Class teacher of the class to which they are assigned. The Class 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 Headteacher/Class teacher as to how an activity is carried out and what the expected outcome of an activity is. Volunteers are encouraged to seek further advice and guidance from school staff in the event of any query or problem regarding children's understanding of a task, or their behaviour. All volunteers will have regular termly supervision meetings with the Class Teacher or Headteacher.

Policies

All volunteers will have access to the Volunteer Policy. In addition to this, we expect Volunteers to read the Staff Handbook and the policies listed within there. They include:

- Data Protection Policy
- Child Protection and Safeguarding Policy
- Equality Statement
- Positive Behaviour and Exclusion Policy
- Social Media Policy
- First Aid, Illness and Medicines Policy
- Health and Safety Induction
- Keep Children Safe in Education Part 1
- Online Safety Policy
- Privacy Notice
- Staff Code of Conduct
- Whistleblowing Policy

All of the above can be found in the 'Policies' folder located in the staffroom or on our website.

Safeguarding

The Children's Act 2004 (Section 11) places a duty on key people and bodies to make arrangements to ensure that when carrying out their functions they take account of the need to safeguard and promote the welfare of children.

Kettleshulme St James CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. Volunteers will be given the school's Child Protection and Safeguarding Policy and Part 1 of Keeping Children Safe in Education and are expected to sign to confirm that they have read these and abide by this guidance. All staff including volunteers will be required to demonstrate that they have understood the key information in these documents.

Copies of these documents can be found on the website and in the folder labelled 'Policies' in the staffroom. Notices showing who the Designated Safeguarding Lead member of staff is, as well as how to raise concerns about a child, are posted throughout the school.

We recognise that volunteering is often a valuable experience for the volunteer, and the school benefits from the wide range of people who contribute to our activities. However, the welfare of our children will always be paramount.

All volunteers must sign in and out of School and wear a visitor badge for the duration of their volunteering session.

Confidentiality

Volunteers in school are bound by a confidentiality contract (**See Appendix 3**). Any concerns that Volunteers have about the children they work with / come into contact with should be voiced with the Headteacher/Class Teacher and NOT with the parents of the child / persons outside school. 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 Headteacher.

Health and Safety

The school has a Health and Safety Policy and this can be found on our website and our Health and Safety Induction can be found in the 'Policies' folder in the staffroom. Class teachers/Headteacher will ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation – displayed in each classroom) and about any safety aspects associated with a particular task (e.g. using equipment / PE lessons / accompanying children on visits). Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Class teacher/Headteacher.

Complaints

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

The Headteacher reserves the right to take the following action:

- To speak with the volunteer about a breach of the *Volunteer Confidentiality 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 support the placement.

Whistleblowing

The school's Whistleblowing Policy explains how staff or volunteers should raise concerns about wrongdoing in the school. This can be found on the school website or in the 'Policies' folder located in the staffroom

Kettleshulme St James CE Primary School y

VOLUNTEER APPLICATION FORM

First Name	
Surname	
Any previous name(s)	
Gender	Male/Female/Prefer not to disclose
Date of Birth	
Home Address	
Any previous addresses in the last 5 Years	(Use attachment if necessary)
Home telephone	
Mobile	
Email	

Emergency contact: Please provide the name and phone number of the person we should contact in case of emergency.	
Name	Number
Relationship to you	

Do you have the right to work in the UK	Yes/No
Have you been disqualified from working in early years or childcare settings or are on the list of those prohibited from teaching?	Yes/No

Tell us about yourself!

We welcome volunteers with a wide range of experiences not necessarily gained through paid work. Use the questions below to let us know about your background, whether that is skills or knowledge gained at work, at home or in voluntary work.

Are you a parent of a child at Kettleshulme St James CE Primary School?					
Are you volunteering via an organization?					
Why would you like to be a volunteer at a primary school?					
If you are currently working or have work experience, let us know a little about it:					
Tell us about any experience you have of volunteering:					
Tell us about any experience you have of working (paid or unpaid) with children:					
Are there any particular activities you enjoy or are skilled at and would like to share with the children? (for example: sports, arts and crafts, technology/ICT, languages spoken)					
What age-group would you prefer to work with? Please tick your preference/s.					
<input type="checkbox"/> EYFS and KS1 (4-7 years) <input type="checkbox"/> Lower KS2 (7-9 years) <input type="checkbox"/> Upper KS2 (9-11 years)					
How much time each week do you feel able to volunteer for? _____					
When can you volunteer?					
	Mon	Tues	Wed	Thurs	Fri
am					
pm					
Are you able to commit to at least one term in a voluntary capacity? Yes/No					

EQUAL OPPORTUNITIES

Kettleshulme St James Ce Primary is committed to Equal Opportunities. To help us, please describe your ethnic origin by circling the appropriate code below. This information is optional, confidential and will only be used for monitoring purposes.

Asian or Asian British

Bangladeshi

Indian

Pakistani

Other Asian background (please state)

Mixed

White and Asian

White and Black African

White and Black Caribbean

Other Mixed background (please state)

Chinese or other Ethnic Group

Chinese

Filipino

Vietnamese

Other Ethnic Group (please state)

Black or Black British

Caribbean

Black and Asian

African:

Eritrean

Ghanaian

Nigerian

Somali

Other African background (please state)

White

British

Greek/Greek Cypriot

Irish

Kurdish

Turkish/Turkish Cypriot

Other White background (please state)

Do you have any disability or special need of which you would like us to take into account? If yes, please specify and let us know of any support that would help you with the application process or to undertake volunteering at our school.

REFERENCES

We would like at least one “reference” before confirming your placement as a volunteer in our school.

Please provide us with details of at least one (two if possible) people, preferably who have known you for a minimum of two years in a professional capacity if (e.g. employer, tutor, work colleague, etc). If you have not worked or studied, please let us know of someone else who could vouch for your integrity and reliability.

Name:	Name:
Address:	Address:
Tel:	Tel:
Email:	Email:
How long has this person known you?	How long has this person known you?
In what capacity do you know this person?	In what capacity do you know this person?

DECLARATION AND CONSENT

The Children's Act 2004 (Section 11) places a duty on key people and bodies to make arrangements to ensure that when carrying out their functions they take account of the need to safeguard and promote the welfare of children.

Kettleshulme St James CE Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment."

Please note that your consent will be required for a DBS police check (my signature below confirms this consent).

I confirm that the information I have given above is correct.

I give permission for my referees to be contacted.

I understand that Kettleshulme St James CE Primary School reserves the right to reject a volunteer's application at any stage of the recruitment process and remove a volunteer from the programme without providing a reason of necessary.

I confirm that I have read, understood and will adhere to the Kettleshulme St James CE Primary School Volunteer/ Student Confidentiality Agreement.

Volunteer name	
Signature	
Date	

Please return this form to the School Office

Thank you for supporting our school!

You can use this space, if you wish, to tell us anything else that you think would be helpful.

Appendix 2

Kettleshulme St James CE Primary School Volunteer Policy

VOLUNTEER REFERENCE REQUEST FORM

NAME OF VOLUNTEER	
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Dear Sir / Madam,

The person named above has given your name as a referee to support their application to be a volunteer in our primary school. As part of our arrangements for keeping children safe, I would be grateful if you could complete the form and return to me as soon as possible, as we are keen to place this volunteer.

Thank you in advance for your help.

Your name	
If you work please let us know your job title	
Organisation (if applicable)	
Tel:	Email:
Address:	
1. In what capacity do you know the applicant?	
2. How many years have you known the applicant? (Employers please give start/end dates of employment)	
3. How reliable and trustworthy is the applicant?	
4. Please give your comments on the applicant's suitability and positive qualities , and add any other information you think we should have.	
5. Are you aware of any reason why it would not be appropriate for the applicant to work with children?	
If YES, please say why:	

Only employers and ex-employers need answer the questions below

<p>7. Please tell us about this person's work for you: a. Dates employed by you/your organisation: Capacity in which employed:</p>
<p>8. Would you re-employ him/her in the same capacity? If NO, please say why:</p>
<p>9. If he/she has left your employment, please give his/her reasons for doing so:</p>

Reference provider name	
Signature	
Date	

Please return to: **Rachel Blood** – admin@kettleshulmestjames.cheshire.sch.uk

Kettleshulme St James CE Primary School Volunteer Policy

Kettleshulme St James CE Primary School Volunteer/Student Confidentiality Agreement

We recognise that children and parents have a right to expect that confidentiality be maintained. Volunteers and students should adhere to section 15 of the staff Code of Conduct, reproduced below as well as this Confidentiality Agreement.

To ensure that all those working in our school can do so with confidence, we will respect confidentiality in the following ways:

- Parents will have access to the files and records of their own children, but will not have access to information about any other child.
- Staff will not discuss individual children, other than for the purposes of curriculum planning, with people other than professionals involved in their learning or support and the parents or carers of the child.
- Information given by parents/carers to staff will not be passed on to other adults who are outside the immediate professional care of the child, without permission.
- Issues relating to the employment of staff will remain confidential to the people directly involved with making personnel decisions.
- Any anxieties or evidence relating to a child's personal safety will be logged on CPOMS.
- Volunteers/Students who do not have a relevant DBS check should understand that before starting working in school, the school will initiate an enhanced DBS check on them in the interest of the safety of the children in the school in accordance of the Children's Act 2004 (section 11).
- Students on courses and volunteers to the school will be advised of this confidentiality policy and will be required to respect it and sign to say they accept it.
- Should a situation arise that indicates that a Student/Volunteer has divulged any confidential information to a parent or members of the public the matter will be investigated and the placement may be withdrawn.
- Student/Volunteers should understand that their personal details and details of any DBS check will be held on the school's single central record for inspection by authorised personnel only.
- Parents/Carers must be consulted before referral to other agencies if there are concerns about a child's development.
- Adults working in school will respect each other's privacy and show respect to each other at all times.
- All adults working in school, employed or on a voluntary basis, must report concerns to a senior manager before discussing issues with a parent or carer.

Code of Conduct section 15: Confidentiality and disclosure of information

15.1 Although the school aims to operate in an open and transparent way, some information held by the school is confidential or sensitive and therefore not appropriate to a wide audience and the school may be subject to statutory or common law obligations to keep it confidential. On the other hand, the school is also subject to obligations to release information in some circumstances, for example under the Freedom of Information Act.

Employees' responsibilities for confidential information

15.2 The Headteacher must make sure that they have secure systems in their work place to safeguard confidential information and that employees maintain confidentiality at all times. They must also comply with the schools policies and practices under the General Data Protection Regulation 2018.

Employees must:

- be aware of the implications of the Data Protection Act 2018 on the use, maintenance, transfer and disclosure of personal information about employees and the public
- not disclose any confidential information (including intellectual property) to anyone outside the Council/school, and make sure that this information is kept securely - this applies while working for the Council/school and after they leave
- not disclose confidential information to colleagues unless there is proper authority
- take all reasonable steps to protect and safeguard confidential documents etc., particularly if they need to be taken outside the usual workplace

Personal information about colleagues

15.4 Employees must keep personal details and work records of other employees confidential, and must not reveal these to third parties without authority, or unless the permission of the employees concerned has been obtained, or where it is required by law.

Giving information to the media

15.5 Under no circumstances should employees communicate directly with the media (e.g. national and local papers, press agencies, radio, television station professional journals) about their work, or matters concerning the Council/school, unless specifically authorised to do so by the Headteacher/Chair of governors.

Employees must refer any approach by the media for an interview, an article and/or comment on Council/school affairs, to the Headteacher or Council's Communications Officers.

Nothing in these paragraphs prevents senior trade union officials from contacting the media in relation to appropriate trade union activities.

**Kettleshulme St James CE Primary School
Volunteer Policy**

OFF –SITE VISITS PARENT HELPER GUIDANCE

School trips are an integral part of learning at Kettleshulme 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 the school trip.

This document sets out what we do to make off-site trips successful and safe. It forms part of our school's off-site visit planning and risk assessment.

Please sign and return the form at the bottom of this agreement and return to the school in advance of the trip.

Role of the Volunteer Helper

- To be responsible and look after, in equal measure in conjunction with school staff, all of the children in your group.
- To stay with your allocated group of children at all times ensuring that their well-being and safety is maintained for the total duration of the school trip.
- To stay with school staff except where the teacher has asked volunteers to lead separate groups within agreed boundaries and periods of time (eg to view museum exhibits in small groups).
- 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 the group you are with 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 ensure that you are not alone with one child at any point.
- To contact your / child's class teacher / school 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 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.
- Follow guidance from the school staff.

What is not permitted

School staff should cross refer to the Educational Visits policy.

Volunteer helpers are not allowed:

- to leave the visit site/premises.
- to bring additional siblings on the school trip.
- to re-organise school visit groups.
- to smoke, drink alcohol or engage in any illegal practices.
- to take photographs of children.
- to give / buy their group treats - e.g. ice-creams, biscuits, sweets, or other gifts - before, during or after the school trip.
- take children to the toilet by themselves

Volunteers will be under supervision of school staff and will not be allowed to carry out duties such as escorting children to the toilet (unless essential in the circumstances) or leading a small group of children without a member of the school's staff explicit instruction.

First Aid

For each class on the school visit, there will normally be at least one qualified first aider. All first aid box(es) will be carried by staff.

You will be informed if any child in your group has medication / needs. If medication needs to be administered, this will be done by a trained member of staff.

Emergencies

You will be given the number of the mobile phone(s) being used by the Visit Leader. Inform a member of staff as soon as possible if you become separated from the rest of the school party or encounter any problems by mobile phone or call the school directly on 01663 738020 if necessary.

**Kettlethulme St James CE Primary School
Volunteer Policy**

OFF –SITE VISITS PARENT HELPER AGREEMENT

Dear Parent

We really appreciate your support for our class and thank you for helping make our off-site visits run smoothly.

Please complete the short form below. We will save this information in our Off-Site Visit planning system, so that you will not need to complete it again for future visits.

Thank you.

Parent Helper name	
Child's name	
Relationship to child	
Parent Mobile phone number	
Emergency Contact	Name
	Number
	Relationship
Details of any disability, health or medical information that our first aider should be aware of, or which may affect your participation in the trip.	

- I confirm that I have read and will abide by the guidance in the *Off-Site Visits Parent Helper Guidance*
- I have signed the *Volunteer/Student Confidentiality Agreement*
- I have read and will abide by the Social Media Policy
- I will support the young people in enjoying the trip and actively contribute to the smooth running of the occasion.

Volunteer name	
Signature	
Date	

VOLUNTEER LEAFLET

Thank you for supporting our school by volunteering your time.
We appreciate you.

As part of our arrangements for keeping children safe, we ask volunteers to do three things:

1. Complete our volunteer application form.

- Don't worry - this is just so we know a bit about you and your experience/interests and have emergency contact details.
- We'd like a reference from someone who can vouch for your honesty and integrity. (If you don't work, don't worry, it doesn't have to from an employer.)

2. Read our Confidentiality Agreement (The application form asks you to sign to say you have done this.)

3. We need to do a criminal records check called a "DBS check".

- Instructions on how to do this and what paperwork we need to see is enclosed.
- If you already have a DBS Certificate and have registered it with the DBS Update Service, please let us know.

If you have any questions about the above, please see school office staff. If you want to ask more about the volunteering itself, please see the Headteacher.