Volunteering in Schools Policy

Ffederasiwn Ysgolion **Llanidloes** Schools Federation

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Powys County Council Schools Service recognises the important role that volunteers play in the life of a school, and the contribution they make to the educational experience of the children of Powys.

Volunteers play an important role in supporting the education workforce. They bring with them a range of skills and experience that can enhance the learning opportunities of children. The Schools Service welcomes and encourages volunteers from the community.

Volunteers may include:

- members of a school governing body;
- parents of pupils;
- ex-pupils;
- students undertaking work experience;
- university or college students;
- local residents;
- friends of the school;
- ordained or lay members of a religious organisation.

The types of activities that volunteers are engaged in will vary from school to school and will include activities both on and away from the school site.

Becoming a volunteer

Powys County Council recommends and requires that all volunteers are recruited or appointed in a manner similar to the recruitment and appointment system for paid members of staff. By implementing a similar procedure to the employee recruitment process, schools will be fulfilling their duty to safeguard children.

All schools must ensure that those wishing to become a regular volunteer complete a pre-appointment form (Appendix A). References (at least one) will be requested – see Appendix B.

If judged to be suitable to volunteer, all regular volunteers must complete a volunteer agreement (Appendix C) prior to starting which sets out the expectations on all volunteers.

Where someone wishes to volunteer on a one-off basis (e.g. for a school trip), they must complete a volunteer helper form (Appendix D).

Any school taking on a regular volunteer must seek Disclosure and Barring Service (DBS) clearance for that volunteer before they come into school. They must also contact or confirm with the Powys DBS Unit that they are using someone as a regular volunteer.

On being informed by a school that they have engaged the services of a regular volunteer, the DBS Unit will input the volunteer's details onto Trent (Powys County Council's Human Resources and Employment information management system). The DBS Unit will maintain – using Trent – a database of volunteers used in schools. If a school ceases to use the services of a volunteer, the school must inform the DBS Unit of this. Each school term, the DBS Unit will check with schools whether they are still

using each regular volunteer listed for the school. This also allows the DBS Unit to process DBS renewals for volunteers in line with renewal requirement timescales.

Copies of all forms, alongside DBS records as appropriate, must be retained by the school for a period of 25 years after the volunteer ceases their volunteering. All volunteers must be provided with a copy of the volunteer data privacy notice (Appendix E).

Definition – "Regulated Activity"

All those (whether paid or voluntary) who engage in any activity on a frequent or intensive basis that occurs in an educational institution which is exclusively or mainly for the provision of full-time education to children. This means that all who work on a regular basis within a school's premises must comply with all statutory requirements regarding recruitment and ID checks.

Confidentiality

Volunteers in school are bound by a code of confidentiality – they must not disclose information about the school or children on the school roll to third parties. Volunteers must not liaise with parents about any child: any concerns or positive comments about a child must be relayed to the class teacher (in primary schools) or an appropriate link teacher (in high schools). That member of staff will then deal with that issue and liaise with the child's parents or carers.

If a volunteer is concerned about the behaviour and conduct of another adult in the school, then they must raise this with the headteacher.

Induction Training

Regular volunteers and students on placements are required to attend an induction session – including training – prior to starting their volunteer work. At the induction, the headteacher or an appropriate member of the Senior Leadership Team will induct the volunteer on safeguarding procedures at the school and will confirm the clear guidelines set out in this policy and the school's expectations. The volunteer will be given a copy of the *Volunteering in Schools Policy*, the school's Code of Conduct and the school's Safeguarding Policy. Volunteers may – as appropriate to their role – also need to be given a copy of the school's Health and Safety and behaviour and rewards policies. Induction will also allow volunteers to raise any questions they may have.

Where a volunteer is used for a single, one-off event (such as an educational visit in the local area), they must be adequately briefed before the event.

Whilst it cannot be mandated, it is recommended as a matter of best practice, that schools arrange for volunteers to complete online training (available through the Powys e-learning suite). The recommended courses are:

- Safeguarding
- Cybersecurity and GDPR
- Equality Act

Supervision

All volunteers must work under the supervision and direction of a named teacher in school (usually the class teacher in primary schools). Teachers retain responsibility for children at all times, including for behaviour and learning. Volunteers must not be asked to take ultimate responsibility for learners.

No volunteer must be unsupervised with children without a valid Enhanced DBS certificate and having had an induction.

For single, one-off events, volunteers are expected to be working alongside members of staff at all times.

School risk assessments must reference clearly that a person is a volunteer, and must take account of their volunteer status accordingly.

Safeguarding

The welfare of children is paramount. To ensure the safeguarding of all children:

- All volunteers must be given a copy of the school's Volunteer Policy;
- All volunteers must sign a working agreement;
- All volunteers must be made aware of the Safeguarding Policy for the school and the Wales Safeguarding Procedures (WSP);
- All volunteers must be informed that they, under the WSP, have a responsibility to report safeguarding concerns about a child (through the school's Designated Safeguarding Lead);
- All volunteers will be made aware of who the Designated and Deputy Designated Safeguarding Leads are in the school;
- All volunteers will be subject to Enhanced DBS clearance if volunteering regularly;
- All volunteers must be made aware that they are subject to the procedures outlined in *Safeguarding Children in Education* (Welsh Government 009/2014).

Volunteer Procedures

All volunteers must be made aware of the school's operating procedures, particularly those that apply directly to them, namely:

- Signing in and out of the building;
- Wearing a visitor or volunteer badge at all times;
- Dress code;
- Fire and evacuation procedures;
- Lockdown procedures.

Complaints

Any complaints made about a volunteer will be referred to the headteacher or nominated complaints officer, according to the school's complaints policy, for investigation. Where a complaint references a safeguarding allegation against a

volunteer that meets any of the criteria set out in paragraph 2.6 of *Safeguarding Children in Education* (Welsh Government 009/2014), this must be referred immediately to the headteacher, who will then liaise with the Designated Safeguarding Lead for Education in the local authority.

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 supporting another class);
- Based upon the facts identified in any investigation, it may be necessary for the headteacher and/or governing body to inform the volunteer that the school no longer has need of their services.

Appendix A

Pre-appointment form for regular volunteers

The schools are aware of their Equality Act duties, and will not discriminate on the basis of any protected characteristic. Personal data is handled in accordance with GDPR and relevant data protection legislation: refer to the Data Privacy Notice at the end of this form.

Name:	**Gender** **Male** ☐ **Female** ☐
Date of birth:	**Home Address:**
Telephone:	
Email:	

Have you any experience of working as a volunteer and/or with children? YES ☐ NO ☐
If yes, where and when did you gain this experience?

Are you available to commit yourself to this voluntary work for at least one term (around 12 weeks)? YES ☐ NO ☐

Why would you like to be a volunteer at Llanidloes Schools' Federation?

How much time each week do you feel able to volunteer for?

When can you volunteer? Please tick the appropriate boxes					
	Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
Morning					
Afternoon					

Which age group(s) would you prefer to work with? Please tick your preferences		
Foundation Learning (5-7 year olds) ☐	Years 3 to 6 (7-11 year olds) ☐	
Key Stage 3 (12-14 year olds) ☐	Key Stage 4/GCSE (15-16 year olds) ☐	Post16/A-level (17-18 year olds) ☐

Would you feel able to help with any of the following in a classroom setting? Please tick your preferences					
Literacy/English	☐	Reading	☐	Numeracy/Maths	☐
Welsh	☐	Science	☐	Computing/ICT	☐
Geography	☐	History	☐	Modern Languages	☐
Art and Design	☐	Music	☐	Drama/Performing Arts	☐
Technology	☐	RE	☐	PE	☐
General support	☐	Other (please specify)	☐		

_____

Would you prefer to work with one child or with a small group? Please tick your preference					
One child	☐	Small group	☐	No preference	☐

Are there any particular activities you enjoy and would like to share with the children?
For example: sports, arts and crafts, languages spoken.

If you would like to make us aware of any disability or additional need you have of which you would like us to take account, please note it here.
This question is optional

References

It is desirable that you have one satisfactory reference to start volunteering at the school. Please give the name, address, telephone number and email address of one referee who has known you for a minimum of two years in a professional capacity if possible (e.g. employer, tutor, colleague, etc.) and who can vouch for your integrity and reliability. You may provide two referees if you wish.

Name:	**Name:**
Address:	**Address:**
Telephone:	**Telephone:**
Email:	**Email:**
Relationship to you:	**Relationship to you:**

The Education Act 2002 (Section 175) places a duty on the governing body of a maintained school to make arrangements for ensuring that the functions of the

governing body relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school.
Llanidloes Schools' Federation is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Consent

Please note that your consent will be required for an Enhanced DBS check (your signature below confirms this consent).

I confirm that the information I have given above is correct. I give permission for my referee(s) to be contacted and understand that Llanidloes Schools' Federation and Powys County Council reserve the right to reject a volunteer application at any stage of the process and to dispense with the services of a volunteer at any time.

Signature:	**Date:**

Thank you for completing this form.
Please return the completed form to:

Primary School:

Miss R Davies
Acting Headteacher
Ysgol Gynradd Llanidloes
Llangurig Road
Llanidloes
SY18 6EX

Secondary School:

Mr D Owen
Headteacher
Ysgol Uwchradd Llanidloes
Llangurig Road
Llanidloes
SY18 6EX

Appendix B

Volunteer reference request

Volunteer name:

Dear Sir/Madam

The above-named person has given your name as a referee to support their application to be a regular volunteer in our school. I would be grateful if you could complete this form and return to me as soon as possible. Thank you in advance for your help.

Headteacher

Name of referee:	**Address:**
Telephone:	
Email:	

1. In what capacity do you know the volunteer applicant?

2. How many years have you known the volunteer applicant? (employers: please give start and end dates of employment.

3. How reliable and trustworthy is the volunteer applicant?

4. Are you aware of any reason why it would not be appropriate for the volunteer applicant to work with children? If yes, please state why.

5. Please give your comments on the volunteer applicant's suitability and positive qualities, and add any other information you think we should have:

Only employers and ex-employers need answer questions 6 and 7

6. Would you re-employ the volunteer applicant in the same capacity? If no, please state why.

7. If the volunteer applicant has left your employment, please give their reasons for doing so:

Signature:	**Date:**

Please return this form to:

Thank you

Appendix C

Volunteer agreement – regular volunteers

As a volunteer at Llanidloes Schools' Federation, I understand that class, pupil and parent details, staff room conversations or school matters are confidential and not to be shared or discussed with parents or members of the general public.

If I have any concerns I will initially raise them with the class teacher or head of year and then the headteacher, if necessary.

I understand that the class teacher is in charge of all activities and behaviour management in the classroom. If I am asked to work with an individual or group of children within the classroom, I should follow the school's behaviour policy, which is available on the school website. I will not under any circumstances use physical interventions.

I understand that before I start working in school, the school will initiate an Enhanced DBS check on in the interest of the safety of the children in the school in accordance with the safeguarding duties on the school under the Education Act 2002 (section 175) and in line with other relevant guidance.

Should a situation arise where it is alleged that I have divulged any confidential information to a parent or member of the public, the matter will be investigated and my placement may be withdrawn.

Any allegation against me of a safeguarding nature, as per the criteria in Section 5 of the Wales Safeguarding Procedure/part 2 of *Safeguarding children in education* (Welsh Government 009/2014) will be handled as per the procedures in those documents. If the concerns are substantiated, my placement will be terminated and, if relevant, a report made to the Disclosure and Barring Service.

I understand that my personal details and the details of the DBS check will be held on the school's records and on the school and local authority Trent system for inspection by authorised personnel only.

I confirm that I have been provided with, have read and understand the following policies:

- Safeguarding policy
- Behaviour policy
- Health and safety policy

The following are my normal arrangements for volunteering:
[state days of the week, times and classes, etc]

Name of volunteer:	
Signature:	
Date:	
Name of headteacher:	
Signature:	
Date:	

Appendix D

Volunteer helper or parent helper agreement (non-regular volunteers)

This agreement applies to those who are not regular volunteers. It should be used for single, isolated one-off incidents of volunteering to support an activity. This will ordinarily be for school trips where additional adults are required to support the trip.

Extra-curricular activities are an integral part of learning at [Name] School and afford many children opportunities which are outside of 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.

Please read, sign and return this form. This is part of school's risk assessment planning.

Role of the volunteer helper

- To be responsible for and look after, alongside and guided by the school staff, all of the children in your group;
- To stay with your allocated staff member and group of children, ensuring that the well-being and safety of the children is maintained, for the total duration of the activity;
- To model and promote polite, respectful and courteous behaviour towards each other and towards members of the public. We are all ambassadors for the school;
- To ensure that the group you are with keep up with the body of the school visit party, or keep to arrangements to regroup, be it walking, entering or exiting from transportation or venues, or following speakers or staff from the venue;
- To contact your allocated member of staff or a child's allocated member of staff or another member of school staff if there are any issues with first aid, health and safety, safeguarding 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 activity or visit and assist children in their learning by helping them and asking questions that encourage pupils to think;
- Follow guidance or instruction from the school staff.

What is not permitted

Volunteer helpers are not permitted to:

- Bring additional siblings or children to the activity or on the trip;
- Re-organise pupil groups;
- Smoke, drink alcohol or engage in any illegal practices;
- Take photographs of pupils;
- Give or buy treats for their group (e.g. ice-creams, biscuits, sweets) before, during or after the activity or trip.

First Aid

First aid will be the responsibility of school staff, who will access and carry any first aid equipment. Staff will also have a list of children with any medical needs. You will be informed if any child in your group has medication or medical needs. If medication needs to be administered, this will be done by a trained member of staff.

Emergencies

You are expected to inform a member of staff as soon as possible if you become separated from the rest of the school party. Please telephone the school directly on [school number] and the school will contact the staff member.

Volunteer

I will support the pupils in enjoying the activity and actively contribute to the smooth running of the event.

Activity venue:	
Volunteer helper name:	
Signature:	
Date:	

Appendix E

Privacy notice for volunteers

Llanidloes Schools' Federation collects certain data about volunteers. The retention period for this data is aligned to the retention period for those who work with children or vulnerable adults, namely 25 years from termination of service. The data will be retained securely and at the end of the retention period will be destroyed securely and totally.

What we collect

- Name
- Date of birth
- Address
- Telephone number
- Email address
- Any disabilities or additional needs (if provided)
- Previous employment and character information
- Disclosure and Barring Service certificate numbers

Why we collect it

- For the provision of education and the fulfilment of our safeguarding responsibilities

Who we share it with

- The DBS Unit of Powys County Council
- The Disclosure and Barring Service
- Powys County Council Human Resources (the school's Human Resources Business Partner)
- Where necessary, data will be shared with other agencies. The data will not be routinely shared with those services, but only in circumstances where the school is required to share the data. Examples would include: the emergency services (for example, in cases of a medical emergency); Police (if there were allegations of a criminal nature); Children's Services (if required to do so in line with relevant safeguarding legislation/statutory guidance)

How data is stored

- In secure paper or electronic files in school (as with school employees)
- On Trent, the County Council and school's electronic HR system

Your rights

You retain rights to view, review and amend your data according to the General Data Protection Regulations and Data Protection Act 2018.

For any queries regarding how your data is stored or handled, please contact the headteacher.

Any complaints regarding your data should be dealt with by raising a complaint with the school, initially, in line with the school's complaints policy. A copy of this available on the school website. If you remain dissatisfied at the outcome of the complaints process, you can report your concerns to the Information Commissioner's Office.