



Cavendish Close Infant and Nursery School

## Volunteers in School Policy

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Member of staff responsible: Mrs C. Howett (Deputy Headteacher)

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# Volunteers in School Policy

This 'Volunteers in School Policy' is part of Cavendish Close Infant and Nursery School's safeguarding systems.

## Introduction

Volunteers at our school bring with them a range of skills and experience that can enhance the learning opportunities of our children. The school, therefore, welcomes and encourages volunteers from the local community.

Our Volunteers include:

- Parents of current and past pupils
- Members of the Governing Body
- Local residents
- University and College students on placements
- Key Stage 3 and 4 students on work experience

The types of activities that volunteers engage in include:

- Hearing children read
- Working with small groups of children to assist them in their learning
- Accompanying school visits

## Safeguarding

Derby City Council and this school are committed to safeguarding pupils, young people and vulnerable adults. We expect our volunteers to share that commitment.

## Becoming a volunteer

Anyone wishing to become a volunteer, either for a one off event such as a school visit or on a more regular basis, for example, hearing children read or gaining experience for a college course should approach the Deputy Headteacher directly.

Volunteers should complete the '**Volunteer Application Form**' (Appendix 1) with their contact details, types of activities they would like to help with, and the times they are available to help.

The volunteer will have an informal discussion with the Deputy Headteacher to ensure that they are suitable for the role.

The volunteer will be made aware of the role and responsibilities they will be undertaking. Induction will take place prior to starting in school where the Child Protection and Safeguarding Policy and health and safety information.

Before starting to help in school, the volunteer will be asked to complete the 'Volunteer Agreement' (Appendix 2) which sets out the school's expectations of volunteers. Enhanced Disclosure and Barring Service (DBS) clearance is essential for a volunteer before they begin

a placement in school. This is not required where a volunteer is engaged in a 'one-off' activity such as accompanying a school visit where the volunteer will be under the direct supervision of a class teacher.

Volunteers will be placed in an appropriate class. Parents are not usually placed in their child's class.

### **Expectations**

All volunteers are expected to work and behave in such a way as to support our core purpose and to actively promote our school's vision and ethos, as identified below:

#### **Our Core Purpose**

Our children are all unique. They have big hearts and great energy.

All our children are stars and we find and nurture their strengths.

Our children have fun loving personalities and they like to talk about their experiences. They thrive with our routines and expectations.

Our children deserve the best and we are committed to enabling them to be the best that they can be.

Some of our children present us with barriers to their development and learning. We are committed to working in partnership with our parents and carers as well as the local community and appropriate agencies to meet the needs of our children.

All our children deserve quality time and interaction with the key adults in their lives.

We are committed to developing high aspirations within our school community. We provide all our children with rich and varied experiences.

To enable our children to succeed in life, we have **STAR Expectations** and we work towards our 8 **Behaviour Values** and 10 **Learning Values**.

Together, we can all shine.

#### **Our Vision**

We want our children to achieve our **STAR Expectations** and succeed in life within an ever-changing world.

We want our children to be ready for the next stage of their education personally and academically.

When our children move on from us, we want them to be:



## Our STAR Expectations

At Cavendish Close Infant and Nursery School, we are all stars.

Together, every day, we reach for the stars.



Together, we can all shine.

## Our 10 Learning Values

 <p><b>1.</b> We think of <b>good</b> ideas.</p> <p><b>2.</b> We think of <b>different</b> ways to do things.</p>	 <p><b>3.</b> We are <b>confident</b> to try challenges.</p> <p><b>4.</b> We <b>learn</b> from mistakes.</p>	 <p><b>5.</b> We <b>always</b> try our best.</p> <p><b>6.</b> We are <b>resilient</b>, we keep on trying.</p>	 <p><b>7.</b> We enjoy finding out and <b>exploring</b>.</p> <p><b>8.</b> We ask <b>clever</b> questions.</p>	 <p><b>9.</b> We ask for <b>help</b> when we need it.</p> <p><b>10.</b> We are happy to <b>teach</b> our friends.</p>
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## Our 8 Behaviour Values



## Our Ethos

At our school...

**We create indoor and outdoor environments that are...**

- ✓ Welcoming
- ✓ Positive and happy
- ✓ Safe and calm
- ✓ Orderly
- ✓ Inviting, stimulating, and engaging

We are committed to developing high quality continuous provision with accessible, relevant, and open-ended resources that promote enquiry-based learning.

**We expect the adults in our school to...**

- ✓ Have high expectations
- ✓ Be effective communicators
- ✓ Build strong relationships
- ✓ Connect to children's lives and interests
- ✓ Make every child feel valued
- ✓ Model self-awareness and self-regulation
- ✓ Be calm and patient
- ✓ Be positive and consistent

- ✓ Be nurturing and encouraging
- ✓ Be empathetic and responsive
- ✓ Model our **STAR Expectations**, our **Behaviour Values**, and our **Learning Values**.
- ✓ Focus on the children in our care during morning and afternoon learning time

### **Confidentiality**

Volunteers in school are bound by a code of confidentiality and are required to sign a 'Confidentiality Contract' (Appendix 3 or 4) before they commence placement. Any concerns that volunteers have about the children they work with/come into contact with should be voiced with the class teacher and **NOT** with the parents of children.

Volunteers who are concerned about anything in the school, which may affect their work, should raise the matter with the Headteacher or Deputy Headteacher. Any information gained at the school about a child or adult should remain confidential. Volunteers should not refer to their role in school on social media networks.

Data will be processed to be in line with the requirements and protections set out in the General Data Protection Regulation.

### **Supervision**

All volunteers work under the supervision of a class teacher mentor. Teachers retain ultimate responsibility for children at all times, including the children's behaviour and learning activities. Volunteers should have clear guidance from the class teacher as to how an activity is carried out and what the expected outcome of an activity is. In the event of any query/concern regarding the children's understanding of an activity, behaviour or their welfare, volunteers must seek further advice/guidance from the class teacher.

### **Health and Safety**

The school has a 'Health and Safety Policy' and this can be found on our school website. The class teacher mentors will ensure that volunteers are clear about emergency procedures, for example, fire alarm evacuation and about any safety aspects associated with particular activities, for example, using Design and Technology equipment. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the class teacher or the Deputy Headteacher.

### **Child Protection**

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

- All volunteers are given a copy of the 'Volunteers in School Policy' and asked to sign a 'Volunteer Agreement' (Appendix 2).
- All volunteers are required to read the school's 'Child Protection and Safeguarding Policy' which will be shared during induction.
- All of our volunteers must secure clearance with an Enhanced Disclosure and Barring Service (DBS) check. Volunteer Students are asked to pay the appropriate fee as they

will receive a qualification as their work in school is part of a training course. Parent helpers and other volunteers will not be required to pay for the check.

### Educational Visits

Educational visits are an integral part of learning at our school. Volunteer helpers for educational visits will need to complete the 'Off-site Volunteer Agreement' (Appendix 5) and return to the class teacher. Volunteer helpers have an important role to play in the success and safety of the visit. In some cases volunteers may be required to complete an additional risk assessment for off-site visits 'Risk Assessment for Volunteer DBS Check' (Appendix 6).

### Complaints Procedure

Any complaints made about a volunteer will be referred to the Deputy Headteacher or Headteacher for investigation. Any complaints made by a volunteer will be dealt with in line with the school's complaints procedure.

The Deputy Headteacher and the Headteacher reserve the right to take the following action:

- To speak with a volunteer about a breach of the 'Volunteer Agreement' and seek reassurance that it will not happen again.
- Offer an alternative placement for the volunteer in a different class.
- Based upon the facts established in the investigation, it may be necessary to inform the volunteer that the school is terminating the placement with immediate effect.

### GDPR and DPA Complaints

All Staff must be aware of the complaints process. All complaints should be directed to the School Business Manager. If any member of staff is aware that a person wishes to complain they should direct the person to the school website and complaints policy and form.

The School Business Manager is responsible for dealing with all complaints in line with this procedure. The school complaints policy sets out the complaints process. This will be the basis for dealing with Data Protection Complaints and appeals. A written outcome will be provided.

If the school does not comply with a Subject Access Request within 1 month (subject to any extension), or refuses all or part of the request, written reasons will be provided, setting out the principles for the refusal.

If you feel that the school have not dealt with your matter satisfactorily you can complaint to the Information Commissioner.

By post:

Customer Contact  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
SK9 5AF

Or by email: [casework@ico.org.uk](mailto:casework@ico.org.uk) More information is on the ICO website [www.ico.org.uk](http://www.ico.org.uk)

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Appendix 1

Volunteer Application Form

Full name of volunteer, including title:	Date of birth:
Full address, including postcode:	Home and mobile phone numbers:
Email address:	

What activities/areas of the school's work would you like to help with?
What do you want to get out of the placement? Include course details (title, provider, tutor, duration) if appropriate.
Previous experience in a school environment (not essential):
Disabilities/medical needs/other needs that we should be aware of:
Will any adjustments need to be made to allow you to work as a volunteer in school? Please provide details:



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**Appendix 2**

**Volunteer Agreement**

Thank you for offering your services as a volunteer at school. Your offer of help is greatly appreciated and we hope that you will gain much from your experiences.

Please read and sign this Volunteer Agreement before you begin your placement. You will receive a copy for your records.

- I have read the school's 'Volunteers in School Policy' and I understand my role and responsibilities.
- I agree to support the school's vision.
- I agree to treat information obtained from being a volunteer in school as **Strictly Confidential**.
- I understand that I must not be alone with a child at any time.
- I have been given a tour around school and introduced to my class teacher mentor.
- I will sign in and out of school appropriately and wear a visitors badge at all times.
- If I am unable to attend school, I will telephone school before 8:30am and leave a message for my class teacher mentor.
- I have read and understood the school's 'Safeguarding Policy'.
- I will dress smartly but practically and behave in a professional manner at all times.
- I understand that I am responsible for my own possessions. I will switch my mobile phone off during session times.
- I will not take photographs at school.

Signed:	Print name:
Date:	

Class teacher mentor:
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Emergency contact name:
Emergency contact details:

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Appendix 3

Volunteer - Confidentiality Agreement

First of all, thank you for volunteering to be a helper at this school. Your help and support in this role is greatly appreciated. In this role you are supporting the life of this school. This role carries certain responsibilities on your part including the requirement to be confidential about school matters.

By signing this agreement, you agree to uphold Cavendish Close Infant and Nursery School's Confidentiality Policy.

This means you will not share pupil / staff information with anyone that breaches confidentiality.

Examples of confidential information are (but are not limited to):

- Information about staff, pupils, and events that occur in school.  
For example, a parent who knows you are a helper at the school may ask you how their child is getting on (e.g. academically / behaviour). To prevent a misunderstanding, it would be better to advise the parent to speak to the class teacher.
- Information accessed by 'privilege' e.g. notices on staff noticeboard /conversations
- If you see something in school that concerns you, please discuss the matter with the head teacher.

I understand that I may have access to confidential information and that it is my responsibility to maintain the integrity of this information and to keep it private. I further understand that disclosure of confidential information may result in me no longer being required to be a volunteer.

If I breach confidentiality I understand that I may be in breach of the Data Protection Act 2018 and could face external sanctions.

Name of Volunteer	
Signature of Volunteer	
Date	
School Representative	
Signature of School Representative	
Date	

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Appendix 4

**Student/Work Experience - Confidentiality Agreement**

Please read the school's Confidentiality Policy.

This work placement / experience carries certain responsibilities on your part including the requirement to be confidential about school matters.

By signing this agreement, you agree to uphold Cavendish Close Infant and Nursery School's Confidentiality Policy. This means you will not share pupil / staff information with anyone that breaches confidentiality.

Examples of confidential information are (but are not limited to):

- Information about staff, pupils, and events that occur in school.
- Information accessed by 'privilege' e.g. notices on staff noticeboard /conversations.
- If you see something in school that concerns you, please discuss the matter with the head teacher.
- You must never use information about individual children outside the school without parental permission (photographs/names).

I understand that I may have access to confidential information and that it is my responsibility to maintain the integrity of this information and to keep it private. I further understand that disclosure of confidential information may result in me no longer being able to complete my placement as a student and that this breach may be reported to those who arranged the placement or my course leader.

If I breach confidentiality, I understand that I may be in breach of the Data Protection Act 2018 and could face external sanctions.

Name of Student	
Signature of Student	
Date	
School Representative	
Signature of School Representative	
Date	

## Volunteers in School Policy Appendix 5

### Off-site Volunteer Agreement

Educational visits are an integral part of learning at our school. They give our 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 visit.

Please read and sign this form before the day of the visit. You will be given a copy of the agreement for your records. This is part of our school's risk assessment, planning and safeguarding arrangements.

#### Role of the Volunteer Helper

- To be responsible and look after, in equal measure, all of the children in your group under the instruction of the class teacher.
- To stay with your allocated group of children, ensuring that their wellbeing and safety is maintained for the total duration of the visit.
- To promote polite, respectful and courteous behaviour towards each other and members of the general public. We all go as ambassadors of the school.
- To ensure that your group keep up with the class.
- To contact the class teacher if there are any queries/concerns with safety, behaviour and/or first aid.

#### Working alongside school staff

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct supervision 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 and understand signs/labels/information, asking questions that encourage children to think about activities and help to explain the areas of interest.
- Follow guidance from school staff.

#### What is not permitted

- Volunteer helpers are not allowed to bring additional children, for example, younger siblings or children in the care of the volunteer on the school visit.
- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices whilst undertaking their volunteer duties.
- Volunteers are not permitted to take photographs of children other than their own.
- Volunteers should not use their mobile phones during the visit.
- Volunteers should not refer to the visit in anyway on social media networks.

## First Aid

You will be informed if anyone in your group has additional/medical needs. If medicine needs to be administered, this will be done by a member of staff unless you are the parent/carer of the child in which case you will be asked to take responsibility for carrying and administering the medicine. All other medicines, including inhalers and first aid kits will be carried by staff.

## Emergencies

In the event of any emergency, you are expected to inform a member of staff as soon as possible. If you have been separated from the rest of the school party, please make yourself known to the visit reception team and ring the school office (01332 662239).

Location of the visit:	Date of the visit:
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Trip leader:
Class teacher supervisor:

Full name of volunteer, including title:	Date of birth:
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Disabilities/medical needs/other needs that we should be aware of:
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Emergency contact name:
Emergency contact details:

Signed:	Print name:
Date:	

# Risk assessment for volunteer DBS check

Use this template to determine what checks (if any) are required for the volunteer.

The highlighted text provides guidance to help you to complete the risk assessment.

This risk assessment is based on paragraph 289 of [Keeping Children Safe in Education](#).

Name of volunteer: \_\_\_\_\_

AREA TO CONSIDER	NOTES	LEVEL OF RISK
<p>What work will the volunteer be carrying out?</p>	<p>Will they be doing one of the following:</p> <ul style="list-style-type: none"> <li>• Teaching or looking after children regularly?</li> <li>• Providing personal care on a one-off basis in schools or colleges?</li> </ul>	
<p>Will the volunteer be supervised?</p>	<p>For volunteers to be considered 'supervised', this supervision must be the following:</p> <ul style="list-style-type: none"> <li>• Carried out by a person who is in regulated activity themselves</li> <li>• Regular and day-to-day</li> <li>• Reasonable in all circumstances to ensure the protection of children</li> </ul> <p>'Regular' means it takes place on an ongoing basis.</p> <p>When deciding what's reasonable, consider:</p> <ul style="list-style-type: none"> <li>• The ages of the children, including whether their ages differ widely</li> <li>• The number of children the individual is working with</li> <li>• Whether or not other workers are helping to look after the children</li> <li>• The individual's opportunity for contact with children</li> <li>• How vulnerable the children are</li> <li>• How many workers would be supervised by each supervising worker</li> </ul>	

AREA TO CONSIDER	NOTES	LEVEL OF RISK
How will the volunteer be working with children?	<p>Consider:</p> <ul style="list-style-type: none"> <li>• The ages of the children</li> <li>• The number of children that the individual is working with</li> <li>• How vulnerable the children are</li> <li>• The nature of the work</li> <li>• How they will be supervised?</li> </ul>	E.g. a high level of risk may occur if little is known about the volunteer, no references can be provided and the individual will be working with vulnerable children
What is known about the volunteer?	What formal or informal information do you have about the volunteer? E.g. information from staff, parents and other volunteers.	
Are there any referees that can advise on suitability if the volunteer has other employment or voluntary work?	<p>It is good practice to seek references for volunteers.</p> <p>If the volunteer is unable to provide employer references, ask for a character reference from a person of standing in the community such as a doctor or priest.</p> <p>If a prospective volunteer is very reluctant to provide references, this may raise questions about their suitability.</p>	
Is the role eligible for an enhanced DBS?	There are certain circumstances where you may need to obtain an enhanced DBS without barred list check for volunteers who are not in 'regulated activity'. This is set out in <a href="#">DBS workforce guidance</a> .	
<b>OUTCOME</b>		
Summarise the outcome of the risk assessment, explaining what checks are required (if any) and the reasons for your decision.		