



Thornborough
Infant School

THORNBOROUGH INFANT SCHOOL

School Volunteers Policy

Signed:
Mrs L. Passenger
Headteacher

Signed:
Mr M. Kennedy
Chair of Governors

Reviewed: September 2024
To be reviewed by: September 2027

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1. Introduction and aims

At Thornborough Infant School, 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 Thornborough Infant School 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 statutory safeguarding guidance [Keeping Children Safe in Education \(KCSIE\)](#) from the Department for Education (DfE).

2. How we use volunteers

At Thornborough Infant School 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
- Support at Forest School

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/members of the PTA
- 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 should approach the school office for an application form via: office@thornborough.bucks.sch.uk

4. Appointment of volunteers

Volunteers are appointed by our Headteacher, Laura Passenger.

Appointment and induction of new volunteers can take around 6 weeks, and is dependent on the candidate and available spaces within the school.

All appointments are conditional upon the completion of an interview, 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.

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
- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils

- Conduct a risk assessment to determine whether a volunteer who isn't working in regulated activity needs an enhanced DBS check. The risk assessment will consider:
 - The nature of the work they will be doing
 - What we know about them
 - References from employers or other voluntary roles
 - Whether the role is eligible for an enhanced DBS check

We legally cannot carry out a DBS check on a child under the age of 16 who is volunteering at our school. We will ensure that children who are volunteering are always under an appropriate level of supervision, and conduct a risk assessment to consider any potential safeguarding issues.

6. Induction and training

Volunteers must complete appropriate training prior to beginning work at the school.

Training requirements will be determined by the Headteacher, or another 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.

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 Children Protection 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 Staff Code of Conduct.

9. Expenses

The school would not normally cover expenses for volunteers in school. In exceptional circumstances, please contact the School Secretary or Headteacher.

10. 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

12. Monitoring and review

This policy has been approved by the Governing Body and will be reviewed regularly.

13. Links to other policies

This volunteering policy is linked to our:

- Child protection policy and procedures
- Staff conduct policy



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High Street
Thornborough
Buckingham
MK18 2DF
Email: office@thornborough.bucks.sch.uk
www.thornborough.bucks.sch.uk

School Safeguarding for School Volunteers

Volunteers are welcomed in school. The support provided varies, e.g. half an hour each morning for reading or, morning classroom support.

Class Teachers will inform the office every time they receive a request from a volunteer to their class.

We ask that all school volunteers complete an application form and undertake an informal chat with the Headteacher. Volunteers will require two character references and have an enhanced DBS check.

Could you provide the following information for me to initiate a DBS check and bring three original documents into school for me to photocopy. Preferred documents are Birth certificate, photo DL or passport and utility bill or bank statement (under 3months old).

Full name

Email address

Volunteers will receive an email with a link to the Buckinghamshire Council DBS system to provide the additional information required. A DBS check online is free.

Once all checks are completed, you will receive an Induction and read KCSIE (part A) and Safeguarding polices. There will be some training to undertake and additional paperwork – a Disqualification Declaration form and emergency contact form. Details of all volunteers are recorded on the schools Single Central Record for Ofsted.

Many thanks

Amanda Willmot.

Amanda Willmot
Secretary



THORNBOROUGH INFANT SCHOOL

INFORMATION FOR SCHOOL VOLUNTEERS

1. Volunteers are asked to sign in and out using the 'Visitors Book' by the front door.
2. Safeguarding: read the school Safeguarding policies and have completed necessary forms and DBS before starting. Forms are re-issued annually. Report any safeguarding concerns to the Designated Safeguarding Lead.
3. Volunteers will respect and abide by the Schools Confidentiality and Safeguarding policies. Wear appropriate clothing and not use mobile phones whilst in school.
4. Volunteers with a DBS can be left unsupervised when they are comfortable.
5. H&S: While on site, you are legally responsible for taking reasonable care of your own health and safety and the health and safety of others affected by your activities.
6. Fire: If you hear the alarm sound, please leave the building by the nearest exit and report to the assembly point located by the steps in the back playground.
7. Accidents: must be reported to the office or, to a member of staff in the classroom from where a first aider or, the emergency services can be contacted.
8. Personal effects: please leave your coat and handbags in the Nest and mobile phones are set to silent. Personal effects are brought into school at your risk.
9. Address any questions or, concerns in the first instance to the Class Teacher.



THORNBOROUGH INFANT SCHOOL

SCHOOL VOLUNTEER DETAILS AND EMERGENCY CONTACT FORM

Name:

DOB:

Address:

.....

.....

.....

Home Telephone:

Mobile:

Email:

Allergies:

Medical conditions:

.....

.....

Additional Information:

.....

Emergency Contact

Name:

Relationship:

Telephone:

Mobile:

Disqualification Declaration Form

Childcare Act 2006

Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 (“the 2018 Regulations”)

Please read the information below and the information attached to this page which summarises the legislative and statutory guidance which requires you to confirm that you are not disqualified under the terms of “the 2018 Regulations.”

Name:	
Job Title:	
School:	THORNBOROUGH INFANT SCHOOL

Please tick the relevant box below to confirm whether any of the sections apply to you:

Section 1 – Disqualification criteria under the 2006 Act and “the 2018 Regulations”

	Yes	No
1. Inclusion on the Disclosure and Barring Service (DBS) Children’s Barred List		
2. Being found to have committed certain violent and sexual offences against children and adults which are referred to in regulation 4 and Schedules 2 and 3 of “the 2018 Regulations” (note that regulation 4 also refers to offences that are listed in other pieces of legislation)		
3. Certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of “the 2018 Regulations”		
4. Refusal or cancellation of registration relating to childcare or children’s homes or being prohibited from private fostering as specified in Schedule 1 of “the 2018 Regulations”		
5. Being found to have committed an offence overseas which would constitute an offence regarding disqualification under “the 2018 Regulations” if it had been done in any part of the UK		

The above list is only a summary of the criteria that lead to disqualification. Further details about the specific orders and offences which lead to disqualification are set out in “the 2018 Regulations.”

Section 2 – Relevant orders and offences:

Please tick the relevant box below to confirm whether any of the sections apply to you:

Under the legislation a person is disqualified if s/he is found to have committed an offence which is included in “the 2018 Regulations” (a “relevant offence”) which includes:

	Yes	No
1. Being convicted of a “relevant offence”		
2. On or after 6 April 2007, being given a caution for a “relevant offence”		
3. On or after 8 April 2013, being given a youth caution for a “relevant offence”		

A list of the relevant offences and orders referred to in sections 1 and 2 above are set out in “the 2018 Regulations.” Additionally, any offence resulting in the death or bodily injury of a child is considered a “relevant offence” under the legislation and must be disclosed.

Section 3 – Provision of Information:

If you have answered YES to any of the questions above, you should provide further details to the Headteacher Teacher (or Deputy as appropriate). The information provided should include:

- Details (including any date) of the order, determination, conviction or other ground for disqualification from registration under the terms of “the 2018 Regulations;”
- The relevant body or court which made the order, determination or conviction and the sentence (if any) imposed;
- A certified copy of the relevant order, determination, caution, conviction, reprimand or warning under the terms of “the 2018 Regulations.”

Section 4 – Declaration

In signing this form, I confirm that the information provided above is true to the best of my knowledge and that:	
<ul style="list-style-type: none">• I understand my responsibilities to safeguard children.• I understand that I must notify my Headteacher (or Deputy as appropriate) immediately of anything that affects my suitability including any pending court appearances, cautions, reprimands, warnings, convictions, orders or other determinations made in respect of me that may render me to be disqualified from working with children under the terms of “the 2018 Regulations.”	
Signed:	
Print Name:	
Date:	

Disqualification Declaration Form Information **Childcare Act 2006**

Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 (“the 2018 Regulations”)

Legislative and Statutory Background

In July 2018 the Department for Education (DfE) issued revised Guidance for local authorities, maintained schools, academies and free schools in relation to “Disqualification under the Childcare Act 2006.” The revised Guidance is effective from 31 August 2018. Please see the below link which will direct you to the Guidance:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/719794/Disqualification_under_the_childcare_act_July2018.pdf

This Guidance means relevant schools have to ensure that relevant staff members who provide relevant care for children under the age of 8 are not disqualified from doing so under “the 2018 Regulations.” Relevant staff and volunteers can be asked to sign the attached Declaration although there is no compulsion to do so. Any signed Declaration must be stored securely. There is no requirement to hold this information on a School’s Single Central Record although a School may do so in order to keep Safeguarding records in one place.

Staff members in schools covered by the above Regulations include:

- Staff and volunteers who work in early years’ provision (including Class Teachers and support staff working in nursery and reception classes);
- Staff and volunteers working in later years’ provision for children who have not attained the age of 8 including before school settings such as breakfast clubs and after school provision;
- Staff and volunteers who are directly concerned in the management of such early or later years’ provision – typically a Headteacher Teacher and other appropriate senior staff.

Grounds for Disqualification:

Please refer to “the 2018 Regulations” if you need further information about the grounds for disqualification so that you are clear and accurate when signing the Declaration:

A person may be disqualified through:

- 1) Being included on the DBS Children’s Barred List;
- 2) Being cautioned for or convicted of certain violent and sexual criminal offences against children and adults (as defined in the above Regulations);
- 3) Grounds relating to the care of children (including where an order is made in respect of a child under the person’s care);
- 4) Having registration refused or cancelled in relation to Childcare or Children’s homes or being disqualified from private fostering.

Please note: “Disqualification by Association” in non-domestic settings e.g. schools and Academies has been removed with effect from 31 August 2018 as a ground for disqualification under the terms of “the 2018 Regulations.”

As stated above, there is not a legal requirement for a relevant staff member or volunteer to sign a Declaration Form confirming his / her disqualification status. Schools / Academies do need to be able to confirm, however, the date on which a disqualification check was completed. The Council's recommendation, therefore, is that a relevant staff member and volunteer is asked to sign a Declaration form such as the one produced by the Council. Where a staff member / volunteer does not agree to sign a Declaration then the Council recommends that a staff member / volunteer reads the attached Declaration Form and confirms orally to the relevant person at a school / Academy his/ her disqualification status under the terms of "the 2018 Regulations." A note will be made where a staff member / volunteer makes an oral declaration confirming his / her disqualification status.

Please note

Any information you provide will be referred to OFSTED for advice where any questions are answered as YES on the attached Declaration form.

Application for a waiver from OFSTED:

A disqualified person is not permitted to continue working in a setting providing care for relevant children under age 8. A disqualified person can apply for a waiver of disqualification from OFSTED. Further details of the process of applying for a waiver from OFSTED can be found on the below link:

<https://www.gov.uk/government/publications/applying-to-waive-disqualification-early-years-and-childcare-providers>

Reference form for Personal Character Reference

Volunteer details

NAME OF APPLICANT	
VOLUNTEER ROLE APPLIED FOR	

Volunteer's character

Please fill out the information below.

<p>Are you able to recommend this applicant for a volunteer role at our school without any reservations? If your answer is no, please explain your reservations.</p>
<p>This volunteering role involves working with children. As part of our safeguarding checks, do you know of any reason why this applicant is not suitable to work with children? If yes, please explain why.</p>
<p>How long have you known the candidate and in what capacity?</p>
<p>How would you describe the applicant?</p>

What do you consider to be the applicant's strengths?

Why do you think the applicant will be suited to this particular volunteering role?

Is the applicant reliable and honest? If you have any concerns about the applicant's honesty or reliability, please tell us about them.

Referee details

NAME OF REFEREE	
RELATIONSHIP TO APPLICANT	
DATE	
SIGNED	



THORNBOROUGH INFANT SCHOOL
Risk Assessment

Risk Assessment for volunteers working regularly* but who are not in “Regulated Activity” (i.e. where obtaining an Enhanced DBS Check is optional)

* [Frequently (once a week or more often) or intensively (four or more times in a thirty day period).]

“A school should undertake a risk assessment and use its professional judgement and experience when deciding whether to obtain an Enhanced DBS Certificate for any volunteer not engaging in regulated activity” (Keeping Children Safe in Education September 2018). A copy of a Risk Assessment should be stored.

1) (a) **Name of volunteer:**

.....
(b) Thornborough Infant School

2) **Factors to consider when determining whether an Enhanced DBS Check (excluding a Children’s Barred List Check) should be obtained:**

<u>Factors</u>	<u>Notes/ comments</u>
<p>(a) <u>What is the nature of the volunteer’s work with children (if applicable)?</u></p> <p>Relevant factors (not all may apply) to consider when assessing risks in relation to this volunteer’s work:</p> <ul style="list-style-type: none"> - The ages of any children with whom the volunteer will work (including whether the ages differ widely) - The number of any children with whom the volunteer will work - Whether or not other workers will be helping to look after any children with whom the volunteer will work - The volunteer’s opportunity for contact with children (if appropriate) - The vulnerability of any children with whom the volunteer will work (e.g. SEN) - The number of other volunteers / workers supervised by the person in “regulated activity” (e.g. Class Teacher, Learning Support Assistant) 	
<p>(b) <u>Why does the volunteer want to work at the school ?</u></p>	

(c) How often will the volunteer be working in the school ?	
(d) What does the school know about the volunteer from: <ul style="list-style-type: none"> • Staff? • Parents? • Other volunteers? 	
(e) Does the volunteer have other employment and / or undertake other voluntary activities where referees can advise on suitability?	
(f) Have references being obtained from those other organisations (where relevant and / or appropriate) and suitability confirmed? Yes / No	
(g) Has the person's identity been verified?	
(h) Has proof of the person's "Right to Work in the UK" been verified?	
(i) <u>Any other relevant factors?</u>	

3) Overall decision: rationale

Enhanced DBS Check required for the following reason(s):

Enhanced DBS Check not required for the following reason(s):

Enhanced DBS Check with Children's Barred List Check is needed because the volunteer will be in Regulated Activity. State reason(s) for being in Regulated Activity:

Headteacher

Signature:
Thornborough Infant School

Date:



Thornborough Infant School
Risk Assessment
Volunteer - Missing references for historical appointments

Name: Number of references on file: 0 1

Previous name (if any) Date of Birth:

Employed since

Check	Date last check made
Enhanced DBS with Barred List check	
Child Disqualification Disclosures (CDD)	
Right to work in the UK	

Full-time: Part-time:

If part-time, does the person volunteer at other schools have other employment? Yes: No:

Have other employment? Yes: No:

Have there ever been any complaints or concerns raised about this person's work with children?

Yes: No:

What was the outcome?

Risk Assessment (see Risk Matrix) Low: Moderate: High:

Risk Assessment Matrix

	Least Risk	Moderate Risk	Highest Risk
No. of References	Two References	One Reference	No References
Employment	Full-time		Part-time
Date of Enhanced DBS	Within the last 3 yrs	Within the last 5 yrs	More than 5 yrs
Date of Barred List Check	Within the last 3 yrs	Within the last 5 yrs	More than 5 yrs
Date of CDD	Within the last 1 yrs	Within the last 3 yrs	More than 3 yrs

During our audit of personnel records, it has been noted that we **do not have any copies of references** for the person named above on file.

Whilst we acknowledge this omission in record keeping, we are confident that there is no cause for concern from either a performance or a safeguarding perspective.

During this time, there have been no safeguarding concerns or disciplinary warnings. Performance, behaviour, conduct & contribution to the school has been exemplary and they have participated in the full appraisal process.

With the exception of the copy references, all other pre-recruitment and vetting checks, including an Enhanced DBS with Barred List checks and Right to Work in the UK, have been completed to a satisfactory level and relevant copies where applicable are retained within employee name's personnel file. Taking this into account, no follow-up action with regard to references is considered necessary.

Name: Carol-Anne McCollum, Interim Headteacher

Signed

Date