



THORNBOROUGH INFANT SCHOOL

School Volunteers Policy

Signed:
Miss Olivia Quirke, Headteacher

Signed:
Chair of Governors

Date: September 2021
Review Date: September 2022



THORNBOROUGH INFANT SCHOOL

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

Class Teachers must inform the office every time they accept an offer for a new volunteer to their class.

Safeguarding / Health & Safety

The Disclosure and Barring Service (DBS) previously CRB

If the school deems it appropriate we will undertake a DBS check. Volunteers must complete a risk assessment, the Staff Disqualification Declaration form and volunteer emergency contact form and return to the office before they can start. Volunteers will also be required to read the School Safeguarding Policies. Details of all volunteers are recorded on the Single Central Record.



Thornborough
Infant School

THORNBOROUGH INFANT SCHOOL

INFORMATION FOR STAFF ABOUT VOLUNTEERS

1. Class Teachers will update the office of all new requests for class helpers/volunteers.
2. Volunteers must read the policies within the Safeguarding folder and complete necessary forms before starting.
3. Volunteers must sign in / out.
4. Class Teachers will provide clear instructions of your requirements for each visit.
5. Volunteers MUST NOT be left unsupervised; unless they have a DBS.



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 (if applicable) 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 without a DBS must not be left with the children unsupervised; a Class Teacher should be in the vicinity of your work. The Class Teacher will be there to support you at all times.
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 hang your coat and leave handbags in the Nest and set mobile phones 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:



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

School Safeguarding: DBS checks for School Volunteers

Not all school volunteers are required to have a DBS check, however, it has been agreed that as some volunteers within the School are left unsupervised, it is therefore prudent for you/us to have a DBS.

Could you provide the following information for me to initiate a DBS check.

Full name
Email address

You will then receive an email with a link to the Bucks CC DBS system to enable you to provide the additional information required.

A DBS check online is very quick and will not cost you money.

Many thanks

Amanda Willmot
Secretary

Schools / Academies

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:

Factors	Notes/ comments
<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 / Academy?</u></p>	

(c) How often will the volunteer be working in the school / Academy?	
(d) What does the school / Academy 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:

Miss. Olivia Quirke
Headteacher Teacher

Signature:
Thornborough Infant School

Date:

Staff / Volunteer 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:	

Staff / Volunteer Disqualification Declaration Form **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>