

VOLUNTEERS IN SCHOOLS

GUIDANCE

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Portfolio Group responsible: Premises & SEN	
Origin: HR One	

If you require further help in the interpretation of this policy you can contact the HR ONE Helpline at hrdirect@devon.gov.uk . Telephone 01392 385555

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VOLUNTEERS IN SCHOOLS

1.0 Introduction

- 1.1 We value well-deployed volunteers in our school. Volunteers are a welcome resource for helping to raise children's achievement, complementing the work of teachers and support staff.
- 1.2 The deployment of any volunteer, whether for one day or for a number of sessions over a longer period, must be managed with care; in particular taking account of the needs of the students and the staff to whom they are assigned.
- 1.3 The Headteacher and Governors are mindful of deploying volunteers appropriately. Volunteers will not be asked to replace paid staff or be given responsibility within the School that would normally be associated with paid employees.

2.0 Statement on the Deployment of Volunteers

- 2.1 The Governing Body has adopted a clear statement on the engagement and deployment of volunteers. The procedure in this document needs to be adhered to by all involved with volunteers.
- 2.2 It is suggested that the statement is drafted in consultation with staff representatives and current volunteers at the school.

3.0 Deployment of Volunteers

3.1 Volunteers will not be asked to carry out duties which:-

- fall normally within a Teacher's responsibility under *loco parentis*;
- fall normally within the job description of a Teacher or member of support staff, i.e. they must not be asked to cover the absence of staff from the Academy;
- would normally be performed by a contractor engaged by the LA or by the Academy;

It should be noted that the class teacher remains responsible for the organisation of the class and methods of work.

3.2 Supervision of Volunteers

During a visit to the Academy each volunteer will be designated to a specific member of staff to whom he or she will be directly responsible. Whilst there will be no significant addition to the workload of the staff member taking responsibility for the volunteer, it is expected that time is taken to ensure the volunteer is adequately inducted into the role and that there is mutual agreement and understanding. All volunteers will have Child Protection/Safeguarding training and check before they begin their role. This additional responsibility is not compulsory for staff and should only be delegated with the agreement of the employee concerned. It is however essential that the volunteer is clear which member of staff has this responsibility.

4.0 Recruitment, Child Protection and Safeguarding

4.1 Recruiting Volunteers

4.1.1 The Ilfracombe Academy has a clear process for recruiting and vetting potential volunteers.

4.1.2 The Academy needs to use an application form for the recruitment of volunteers. A model form is attached at Appendix A. The form should be used as a framework for structuring the discussion with the individual about the school's needs, their needs and potential contribution and expectations of the volunteering arrangement.

- 4.1.3 A satisfactory references covering the last five years will be obtained before volunteers begin to carry out activities in the school. If one reference does not cover this period then two references will be required.

4.2 Child Protection and Safeguarding

- 4.2.1 Child protection and safeguarding procedures are undertaken with volunteers in the same way as with employees. The following policies should be consulted for guidance in this area.

Schools Model Recruitment and Selection Policy.

<http://staff.devon.gov.uk/cr/er/gap/schoolspersonnel/saferrecruitmentschools/pp-er-gap-schoolsrecruitment.htm>

Guidance on Safe Recruitment

<http://staff.devon.gov.uk/saferecruitment.doc>

- 4.2.2 The DBS Disclosure Policy is followed to ensure that appropriate checks are undertaken:

Many parents and other volunteers help regularly in the classroom and some will require a DBS Disclosure. This should be determined by the frequency and nature of contact with children i.e. if being left unsupervised with children and/or if having regular contact which is defined as 3 times in a 30 day period or more. Volunteers who only accompany staff and children on one off outings or trips or who help at one off specific events such as sports days, school fetes etc do not need to be DBS checked. If however an overnight stay is involved then an enhanced DBS must be obtained.

If a DBS check is required, volunteers may be required to pay the administration fee (£8 as at March 2014). This will depend on the nature and duration of the voluntary work being undertaken. The same also applies to members of the public wishing to 'volunteer' in school in order to gain experience for educational or employment purposes.

5.0 School Protocols

- 5.1 In fairness to all concerned, volunteers are made aware of the rules governing behaviour at the School; the key 'dos' and 'don'ts' for children and adults should include procedures designed to avoid hazards or risks associated with the tasks that they are being asked to carry out and, importantly, details of first aid and emergency arrangements such as procedures to follow in case of fire.

- 5.2 It is essential that volunteers are made aware of the following procedures:-

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- expectations with regard to confidentiality;
- access to information related to pupils and/or staff;
- expected level of behaviour;
- School's Equal Opportunities policy – especially focussing on issues relating to discrimination and the use of appropriate language;
- the School's Complaints procedure;
- the School's Conduct procedure.

6.0 Insurance

- 6.1 Volunteers should be informed about the extent of the insurance cover available. Whilst volunteering for the school they are covered by the LA for third party liability only and the limitations of this insurance should be explained carefully to volunteers. They may wish to make their own arrangements for insuring against theft, personal injury or damage to their own property.
- 6.2 Volunteers using their own car to transport children other than their own children to school events, (sport, music etc) must provide documentary evidence that their car insurance covers this.
- 6.3 The Headteacher must ensure that the appropriate insurance is in place before deploying volunteers to drive a school minibus. All parties must be made fully aware of the regulations and drivers should be offered appropriate training and instruction before taking children on journeys in vehicles owned by the school.

7.0 Out of Pocket Expenses

- 7.1 The Governing Body may wish to consider whether it would be appropriate to consider paying out-of-pocket expenses connected with the tasks volunteers undertake for the school if approved in advance. If school funds will not allow a policy of general reimbursement, consideration could be given to such payments in exceptional circumstances.

Volunteers are not employees. In order to make sure volunteers don't fall under the legal or tax definition of an employee, Schools should ensure the following:

- Only reimburse expenses after a receipt has been submitted.
- Do not pay unaccountable round sums to cover expenses
- Do not pay regular allowances, no matter how small.

- 7.2 State benefits claimed by volunteers can be affected by voluntary work and schools are strongly advised to refer volunteers to the leaflet from DWP "**A Guide to Volunteering whilst on Benefits**"

School Volunteer Application

Please note – This is not an application for employment

1. PERSONAL DETAILS

First name/s:	Last name:
Date of birth:	Previous or other name(s):
Address:	Contact telephone numbers:
	Daytime:
	Evening:
	Mobile:
Postcode:	Email address:

2. YOUR ROLE AS A VOLUNTEER

Please use this space to talk about how you would like to help at the school (eg. Hearing children read).

Please use this space to talk about any volunteering you have done before and any relevant skills you have.

3. AVAILABILITY

Days:

Hours per day:

4. CHECKS FOR THE SAFEGUARDING OF CHILDREN

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, potential volunteers will

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be required to undertake further checks, including references, and will be required to provide a Disclosure from the DBS.

Rehabilitation of Offenders Act
This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all unspent convictions, cautions and bind-overs, including those regarded as “spent”, must be declared. Please use the space below to give details of any convictions, cautions and bind-overs, including those regarded as “spent”. If there are none please write “none”:

5. SUPPORT FOR VOLUNTEERS

We welcome volunteer applications with all ranges of abilities for the skills they bring. We aim to create a positive environment that enables all volunteers to realise their full potential. So we can consider any appropriate adjustments in the school and better support you in your role, please give details below of any disabilities, health or other relevant issues.

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6. REFERENCES

Please give details of two referees, one of whom should be your most recent employer (if applicable). If you are in, or have just completed full-time education, one referee should be from your school, college or university. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to being a volunteer.

Name:	Name:
Address:	Address:
Tel no:	Tel no:
Email:	Email:
Occupation/Relationship:	Occupation/Relationship:
How long have they known you?	How long have they known you?

7. DECLARATION

I declare that the information given on this application is, to the best of my knowledge, complete and

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accurate and that it may be used for purposes registered by The Academy under the Data Protection Act.

Signed:

Date:

DATA PROTECTION ACT 1998. INFORMATION FROM THIS APPLICATION MAY BE PROCESSED FOR ANY **PURPOSES REGISTERED BY ST CHRISTOPHER'S C OF E (SECONDARY) MULTI ACADEMY TRUST UNDER DATA PROTECTION LEGISLATION.** INDIVIDUALS HAVE THE RIGHT OF ACCESS TO PERSONAL DATA HELD ABOUT THEM BY THE COUNTY COUNCIL. THIS INFORMATION WILL BE DISCLOSED ONLY TO THOSE PERSONS AUTHORISED TO SEE IT.

GUIDANCE HISTORY

Policy Date	Summary of change	Contact	Implementation Date	Review Date
January 2011	Revised in line with Safer Recruitment Requirements and Child Protection Procedures	Schools Personnel Helpline	March 2008	
August 2013	Change references from CRB to DBS	HR ONE	12/08/2013	
March 2014	Updated as an academy	S Marshall	April 2014	

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