

Park Hill Primary School

Volunteer Policy



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Written By	Sandwell LA
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Contents

<u>Statement of Intent</u>	4
<u>Legal Framework</u>	4
<u>Key Personnel in Relation to this Policy</u>	4
<u>School Regulations</u>	5
<u>Regulated Activity</u>	5
<u>Safeguarding Pupils and Child Protection</u>	5
<u>Risk Assessment</u>	6
<u>Disqualification Under the Children Act</u>	6
<u>Supervision</u>	7
<u>Health and Safety</u>	7
<u>Absence</u>	7
<u>Confidentiality</u>	7
<u>Internet Use</u>	8
<u>Appendix A – Volunteer Code of Conduct</u>	9
<u>Appendix B – Volunteer Application Form</u>	10
<u>Appendix C – Volunteer Risk Assessment</u>	15

Statement of Intent

At Park Hill Primary School, we recognise and value the effort taken by parents/carers and other volunteers who contribute towards our school.

We encourage your assistance and acknowledge that many school activities and processes would be at risk if it were not for your help. As a result, we want to make sure that your time spent in the school is productive and enjoyable.

The development of any volunteer, whether for one day or for a number of sessions over a longer period, must take into account the needs of pupils and the staff to whom they are assigned. We have a duty to ensure that the welfare of pupils is promoted and that they are safeguarded from harm.

This policy sets out the practices and procedures which will be followed when appointing, managing and supervising volunteers, as well as a code of conduct which all volunteers are required to comply with.

Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018
- The Childcare Act 2006
- The General Data Protection Regulation (GDPR)
- The Data Protection Act 2018
- DfE (2024) 'Keeping Children Safe in Education'
- DfE (2018) 'Disqualification under the Childcare Act 2006'

Key Personnel in Relation to this Policy

Name	Role(s)
Mrs L. Lohan	Chair of Governors
Mrs C. Logan	Head Teacher Designated Safeguarding Lead
Mrs J. Ffrench	School Business Manager
Sandwell LA	HR Provider

School Regulations

All volunteers will be required to make themselves familiar with school procedures, including the following:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Volunteer Information Pack (including emergency exits and conduct etc.)

Regulated Activity

For the purpose of this policy, a volunteer would be considered to be engaging in “regulated activity” if they work unsupervised when teaching or looking after pupils regularly or provide pastoral care on a one-off basis.

Safeguarding Pupils and Child Protection

Volunteers will be provided with safeguarding information as determined by the Governing Board, using a proportionate, risk-based approach.

Depending on the level of interaction with a pupil, it may be necessary to obtain a DBS certificate.

The school is required to obtain an enhanced DBS certificate if the volunteer intends to carry out an activity for the school that includes unsupervised contact with pupils.

The school is not required to obtain an enhanced DBS certificate if the volunteer intends to carry out an activity for the school that includes supervised contact with pupils.

For volunteers who are not in regulated activity, but who have the opportunity to come into contact with pupils on a regular basis, it is at the discretion of the school to decide whether or not a DBS check is required.

The school will obtain an enhanced DBS certificate, including barred list information, for any volunteer who is new to working in regulated activity.

The school will not obtain barred list information for any volunteer who does not engage in regulated activity. The DBS cannot provide barred list information on any person, including volunteers, who are not in, or seeking to enter into, regulated activity.

The school may decide to conduct a repeat DBS check on any volunteer it has concerns about, which will include barred list information.

The school will ensure that activities are planned properly and safely, and that volunteers are informed of these plans. The school will ensure that volunteers have access to a member of school staff, should they wish to discuss difficulties or report on issues that may arise.

All volunteers are required to be identified and located at all times. For this reason, the following process will be adhered to:

- Volunteers will sign in and out of the building at the school office
- Volunteers will wear a visitor’s badge at all times

- The Head Teacher will be made aware of where the volunteer is working

Allegations of abuse made against volunteers will be dealt with in accordance with the Allegations of Abuse Against Staff Policy.

Risk Assessment

The school will undertake a risk assessment, using professional judgement and experience when deciding whether an enhanced DBS check is required for any volunteer not engaging in regulated activity.

The school will record the details of the risk assessment and store the details in the school office.

The following factors will be taken into consideration when deciding whether to seek an enhanced DBS certificate for volunteers:

- The nature of the work with the pupils
- The school's knowledge of the volunteer, including any formal or informal information offered by staff, parents and other volunteers
- Whether the volunteer has any other employment or voluntary activities, and where referees can advise of their suitability
- Whether the role is eligible for an enhanced DBS check

Disqualification Under the Children Act

Any individual who is classified as being disqualified under the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 and section 25 of the Childcare Act 2006, is unable to provide any means of childcare provision.

Any volunteer who is directly concerned with the management of childcare provision, or who works with children on a regular basis, whether supervised or not, is covered by these regulations and may be disqualified.

An individual will be classed as disqualified if:

- They have been reported on the DBS Children's Barred List.
- They have been noted as committing certain violent and/or sexual offences against children and/or adults.
- They have been refused any provision relating to childcare, or have been prohibited from private fostering.
- They have received certain orders in relation to the care of children.

The school will not employ any volunteer who is classified as being disqualified under the above regulations.

When gathering information to make decisions, the school will ensure that they act proportionately in order to minimise any intrusion into an individual's private life. The GDPR does not prevent an employer from asking questions relating to the suitability of the individual employed on safeguarding grounds.

Supervision

If a volunteer is required to be supervised when undertaking an activity, who would otherwise be in regulated activity if not supervised, the school will ensure that:

- There is supervision by an individual who is in regulated activity.
- The supervision is regular and day-to-day.
- The supervision is reasonable in all the circumstances to ensure the protection of the pupils.

When determining what supervision is reasonable so that the volunteer would not be in regulated activity, the school will take the following factors into consideration:

- The ages of the pupils, including whether there is a large gap in their ages
- The number of pupils that the volunteer is working with
- Whether or not there are other staff members present during the activity
- The nature of the volunteer's work and the opportunity for contact with pupils
- How vulnerable the pupils are
- How many volunteers would be supervised by each member of supervising staff

Health and Safety

Volunteers will be required to read the Health and Safety Policy prior to undertaking any activity on behalf of the school.

Volunteers will ensure that they are familiar with emergency procedures, e.g. evacuation, and of any health and safety procedures relating to the activity they will be undertaking, e.g. whilst in a cookery class.

If a volunteer notices any potential hazard which may put another individual at risk of harm, they will report this immediately to the class teacher or a senior member of staff.

Absence

Volunteers are required to inform the school office by 9am on the day they were due to attend if they are unable to attend at the agreed time.

If a volunteer is called away in the event of an emergency while volunteering, they will inform the class teacher or senior leader, and will sign out of the building before leaving the premises.

Confidentiality

Volunteers will be reminded that all information with regard to individual pupils, their families and members of staff is confidential and that the sharing of data is protected under the Data Protection Act 2018.

Volunteers will not be permitted to discuss any confidential information regarding a pupil, their family or a member of staff with any other individual.

Any volunteer who breaches the confidentiality rules will be asked to leave the premises and will not be able to return to undertake any further activity.

There may be instances where a volunteer is required to pass information to a member of staff, for example, if they notice a pupil being bullied or subjected to harm.

Volunteers will report any concerns to a member of staff and are instructed not to notify the parents.

Internet Use

All volunteers will be required to behave in an ethical and respectful manner with regards to email and internet use, and will be expected to follow the processes outlined in the Volunteer Information Pack.

Volunteers will have restricted access to the school network and will be instructed on ensuring appropriate use.

No volunteers are permitted to make contact with pupils via social media or email, or arrange to meet pupils outside of school.

Appendix A – Volunteer Code of Conduct

All volunteers are expected to maintain high standards of behaviour and conduct when undertaking any activity at the school.

Volunteers will:

- Observe the high standards of behaviour and ethical conduct mandated by the school.
- Respect other volunteers, members of staff and pupils, and make them feel valued.
- Be approachable, pleasant and positive role models for pupils.
- Adhere to all school policies, including the Child Protection and Safeguarding Policy, Health and Safety Policy and the Data Protection Policy.
- Maintain confidentiality of personal information at all times, unless there is a need to report an issue to a member of staff.
- Treat all pupils and members of staff equally.
- Report any incident of bad behaviour to the class teacher or a senior member of staff immediately.
- Dress appropriately and behave in a manner which promotes healthy and safe working practices.
- Accept and follow directions from the staff member they are working with and seek guidance through clarification where uncertain of tasks or requirements.
- Observe safe working practices which avoid unnecessary risks, apply reasonable instructions given by supervisors, and report any potential hazards in the workplace to a member of staff.
- Avoid waste or extravagance and make proper use of the resources.
- Conduct work in a cooperative manner.
- Turn off mobile phones while on school premises.

Volunteers will not:

- Discipline pupils; if there are any problems, the class teacher or a senior member of staff will be informed immediately, and they will manage the situation.
- Shout at, hit, threaten or handle a pupil.
- Take photographs in school without the prior permission of the Head Teacher.
- Develop 'personal' or sexual relationships with pupils.
- Work with pupils when not in the proper physical or emotional state to do so, e.g. under medication which causes drowsiness, or under extreme stress which may impair judgement.
- Behave in an illegal, improper or unsafe manner, e.g. smoking or drinking alcohol.
- Share personal contact details with pupils or make personal arrangements to meet pupils outside school.
- Express any extremist or discriminatory views, or any views that would offend others.
- Make inappropriate jokes or remarks of a sexual, racial, intimidating, discriminatory or offensive nature.
- Behave in a manner which may bring the school into disrepute when representing the school.
- Give or receive (other than 'token') gifts, unless arranged through the Head Teacher e.g. giving an outgrown sports kit, football boots or uniform to a pupil.
- Use social media or any other public platform to share, comment or defame the school in any way.

I, _____, have read the code of conduct and agree to abide by the rules outlined in this policy.

Signed: _____

Date: _____

Appendix B – Volunteer Application Form



SCHOOL VOLUNTEER APPLICATION FORM

**HR8.1s
March 2021**

Park Hill Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all volunteers to share this commitment.

Mr/Mrs/Ms/Other _____	First Name: _____	Surname: _____
Any Previous Surname: _____		Gender: Male/Female: _____
Address: _____		
		Post Code: _____
Tel No: _____		Mobile: _____
E-Mail Address: _____		
Date of Birth: _____		NI Number _____
Do you have a legal right to live and work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>		

1) Next of Kin

Please supply details of next of kin. These details will be used in an emergency only.

Name: _____

Relationship: _____

Home Tel No: _____ Mobile _____

References

Please supply the name, address and occupation of two persons for references. This should not be a member of your family. You must have known your referee for a minimum of 2 years.

Name: _____	Name: _____
Address: _____	Address: _____
Postcode: _____	Postcode: _____
Tel No: _____	Tel No: _____
How Known: _____	How Known: _____
Occupation: _____	Occupation: _____
E-Mail Address: _____	E-Mail Address: _____

2) Contact With Schools

Have you ever been employed by Sandwell MBC in any capacity? Yes No
 If YES, please provide dates and reason for leaving _____

Have you had any previous contact with Sandwell Schools? Yes No
 If YES, please specify: _____

3) Employment History

Please complete the following, starting with your current employment and include all employment/voluntary work.
 Please also include any breaks in employment history together with the reason for the break (continue on separate sheet if necessary).

From Month/Year (mm/yy)	To Month/Year (mm/yy)	Employer's Name And Address	Position Held	Reason for Leaving/ Break in Employment
Responsibilities:				

From Month/Year (mm/yy)	To Month/Year (mm/yy)	Employer's Name And Address	Position Held	Reason for Leaving/ Break in Employment
Responsibilities:				

From Month/Year (mm/yy)	To Month/Year (mm/yy)	Employer's Name And Address	Position Held	Reason for Leaving/ Break in Employment
Responsibilities:				

4) Equal Opportunities Monitoring

To help us monitor our Equal Opportunities Policy, please tick the relevant box:

5) White	British	<input type="checkbox"/>	Asian or Asian British	Indian	<input type="checkbox"/>
	Irish	<input type="checkbox"/>		Sikh	<input type="checkbox"/>
	European	<input type="checkbox"/>		Pakistani	<input type="checkbox"/>
	Any other White Background	<input type="checkbox"/>		Bangladeshi Any other Asian background	<input type="checkbox"/>
Mixed	White and Black	<input type="checkbox"/>	Black or Black British	Caribbean	<input type="checkbox"/>
	Caribbean	<input type="checkbox"/>		African	<input type="checkbox"/>
	White and Black African	<input type="checkbox"/>		Any other Black background	<input type="checkbox"/>
	White and Asian	<input type="checkbox"/>			
	Any other mixed background	<input type="checkbox"/>			
Chinese, Yemeni or Other ethnic group	Chinese	<input type="checkbox"/>			
	Yemeni	<input type="checkbox"/>			
	Any other ethnic background	<input type="checkbox"/>			

Do you have, or have you had in the past, any disability which makes it difficult for you to carry out normal day to day activities? Yes No

The Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 (2013 & 2020)

All Posts involving direct contact with Children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are ‘protected’. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see [here](#) .

You are asked to provide details of all unspent convictions and those that would not be filtered. You may be asked for further information about your criminal history during the recruitment process. This application will be checked against information from the Disclosure and Barring Service before your voluntary position is confirmed.

For posts in regulated activity, the DBS check will include a barred list check. It is an offence to seek employment in regulated activity if you are on a barred list.

Any convictions listed on a DBS check will be considered on a case-by-case basis.

All information provided by applicants and the DBS will be treated in strictest confidence in accordance with the DBS’s Code of Practice.

You will be required to complete a Criminal Record Check (DBS).

DATE	TYPE OF UNSPENT/NOT FILTERED OFFENCE	SENTENCE/ FINE IMPOSED	COMMENTS

Data Protection

This information will be processed and stored for the purpose of recruitment and employment with Park Hill Primary School. All personal and sensitive information will be processed in accordance with the Data Protection Act 2018 and GDPR 2018. It is your responsibility to notify Park Hill Primary School of any changes to your personal information that we hold about you. For more information on our procedures, and what we do with your data, please refer to a copy of our Privacy Notice. For any other enquiry relating to Data Protection matters, including Subject Access Requests, please contact the Data Protection Officer – Joanne Ffrench (Email – j.ffrench@parkhillprimary.co.uk)

Declaration of Volunteer

Falsification of information on this form will result in your application not being pursued or your approval as a volunteer being terminated if you have already been approved as a volunteer.

I confirm that the details in my application are to the best of my knowledge correct:

Signed..... Date

Once signed, please take this form to the School for signature and processing

For Completion by Head Teacher or Authorised Signatory:

Head Teacher – please complete the following section accurately and to the best of your knowledge for all applications:

The DBS Code of Practice states that “Registered Bodies must correctly apply the Police Act 1997 definition of a volunteer, **as detailed below**, to each criminal records check to assert eligibility that no fee should be charged for that application”

“Any person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-office expenses), doing something which aims to benefit some third party and not a close relative.”

1) Does the applicant meet the DBS criteria as a volunteer as detailed above? Yes No
***If YES, continue to answer questions 2 to 7.
If NO, please contact your HR Provider***

2) Is the applicant in receipt of any payment? Yes No
(apart for travel and any other approved out-of-office expenses)

3) Is the applicant on a Work Placement? Yes No

4) Is the applicant on a course that requires them to do this job role?
Yes No

5) Is the applicant in a trainee position that will lead to a full time role/qualification? Yes No

6) Is the applicant a Foster Carer or a member of the same household?
Yes No

7) Is the applicant a family member who acts as a ‘back-up carer’?
Yes No

If you’ve answered ‘YES’ to any of the questions 2 to 7, it’s likely that the position does not meet the definition of a volunteer and will therefore not qualify for a free-of-charge criminal record check.

Failure to answer Yes or No to any of these questions will result in a delay to the disclosure check being undertaken.

Please tick the appropriate clearances (DBS + A&I checks are a standard clearance)

References

References have been requested and copies will be sent when received.

References have been requested and copies are attached.

Please obtain references on our behalf.

I authorise you to proceed with this volunteer application.

Signed Date
(authorised signature)

Name:.....

Email Address:.....

Appendix C – Volunteer Risk Assessment

Risk Assessment Template for Volunteers working in Schools who are NOT in Regulated Activity

This risk assessment template may be used by schools and colleges when deciding whether to obtain an enhanced DBS certificate for regular Volunteers who are NOT engaged in regulated activity, in line with Keeping Children Safe in Education. This would NOT be appropriate for Volunteers who simply assist with day-time school trips.

Name of Volunteer		Start Date	
Person conducting the risk assessment			

Is the Volunteer going to be working in Regulated Activity¹? [tick one box]

A Yes (If “Yes” you **must** obtain an Enhanced DBS certificate with Barred List check and you do **not** need to fill out this risk assessment further)

B No (If “No” you may choose to obtain an Enhanced DBS certificate **without** a Barred List check, based on this risk assessment and your professional judgement)

Factors to Consider	Description	Guide to Risk Score 1=Low risk 2=Moderate Risk 3=High risk	Risk score
Will they have direct contact with children?		1=No Contact 2=Some Contact 3=Regular Contact	
Frequency of working directly with children?		1=Never/rarely 2=Occasionally 3=Frequently	
Age range of the children?		n/a	
Any contact with children particularly vulnerable?		1=No Contact 2=Some Contact 3=Regular Contact	
Assisting with any personal care?	<i>(If “yes” the Volunteer is Regulated Activity, tick box A above)</i>	1=No Personal Care 2=Some Personal Care= Regulated Activity	
What tasks will they be doing?		1=low risk/simple tasks 2=moderate risk/more complex tasks 3=high risk/complex tasks	

¹ Refer to Annex F in Keeping Children Safe in Education for the Statutory Definition of Regulated Activity

Frequency of working in the school?		1= Occasionally 2=2-3 times a term 3=weekly+	
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Will they be working with children outside of school hours? when?	<i>(Work between 2am and 6am is Regulated Activity, tick box A above)</i>	1=None 2=Occasionally 3=Frequently 2-6am=Regulated Activity	
Will they be working with children off school premises? Where? When?		1=Never/rarely 2=Occasionally 3=Frequently	
Is the school a residential setting?		1=No 3= Yes	
What is the association of the Volunteer with the school?		1=strong links eg ex staff 2=some eg parent/ex pupil 3=none or weak link	
How well does the school know the history of the Volunteer?		1=Well Known 2=Some knowledge 3=Little or none	
What do you believe is their reason for volunteering?		1=positive/sound reasons 2=acceptable /neither good nor bad 3=not known/personal gratification	
Can the volunteer provide a relevant reference from someone they have worked or volunteered for?		1=Yes 3= No	
Can the volunteer provide a reference from someone who knows their work with children?		1=Yes 3= No	
Does the volunteer have a history of paid or voluntary work with children?		1=Currently working 2=Worked within 5 years 3=Over 5 years ago 4=Never worked with children	
Does the Volunteer have a recent DBS certificate from another role?		1=Yes within 12 months 2=Yes over 12 months 3=No	
Is the Volunteer currently signed up to the DBS update service?		1=Yes for a similar role 2=Yes for different role 3=No	
Are there any known or suspected concerns around working children?		1=No concerns 2=Don't Know 3=Some concerns	
Any other factors to be taken into account.			

Total Risk Rating [total up the risk scores for each factor]	
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Overall Risk level [tick one box – refer to guide below]	High <input type="checkbox"/>	Medium <input type="checkbox"/>	Low <input type="checkbox"/>
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Guide to assessing risk level

(remember this is only a rough guide and individual schools should determine their own risk levels)

<30

Low Risk. A score of less than 30 points suggests the volunteer is well known to the school, has probably got some experience of previous work with children and can provide a reference and is generally working on school premises and within normal school hours with children who are not deemed particularly vulnerable. They may be a previous employee, governor or volunteer and/or well known to staff or colleagues. They may hold a recent DBS certificate which has been seen or a portable DBS

Action: there is no legal requirement to carry out a further DBS check but if the person doesn't hold a portable DBS they may wish to consider carrying out an enhanced DBS check with NO Barred List check

30-40

Moderate Risk. A score between 30-40 points suggests the volunteer has some connection with the school, perhaps as a parent and may have done some similar voluntary work in the past. No particular issues have come to light and there are no concerns over their suitability. The person has provided suitable references. They may work regularly with children where occasionally some of these children are deemed vulnerable. They do not have recent or portable DBS check.

Action: there is no legal requirement to carry out a further DBS check however the school may wish to consider carrying out an enhanced DBS check with NO Barred List check

41+

High Risk. A score of above 40 points suggests that the volunteer has no previous connection with the school and is not known to staff at the school and cannot provide relevant references as to their suitability to work with children. They do not hold a current DBS or portable DBS check or they may be expected to work directly with children who may be particularly vulnerable or off school premises and out of hours.

Action: there is no legal requirement to carry out an enhanced DBS check, however it is recommended that the school consider carrying out an enhanced DBS check with NO Barred List check.

Agreed Action: [tick box]

Enhanced DBS Check **NOT** required? Enhanced DBS Check **IS** needed?

Comment on reason:

Signed Off:

Name of person signing off risk assessment:

Role:

Signature:

Date: