

Stukeley  
Federation

# **Volunteers in School**

**in support of**

**William Stukeley CE Primary School**

**and**

**Deeping St. Nicholas Primary School**

**Policy approved by Full Governing Body: May 2024**

**Policy to be reviewed: May 2026**

*In our inclusive and happy school, we make sure everyone feels welcomed, valued and valuable. Our shared Christian values give us a foundation of challenge and support, helping to make a positive change in the world, as we strive towards a community of respect and aspiration preparing everyone for their future.*

The aim of this policy is to:

- Provide volunteers and staff with clear expectations, induction and guidelines for working in school
- To encourage the wider community to engage with children's learning to raise standards of achievement and promote community cohesion
- To ensure the highest standards of safeguarding for our children by a shared knowledge of procedures

## **Introduction**

Volunteers are parents/carers, students on work placement or other adults working alongside the school staff. At Stukeley Federation, we welcome those wishing to help in the school and value the contribution they make to school life. We believe that the involvement of parents, carers and volunteers in children's education is vital and we encourage active participation in many ways. Some volunteers come to school to help with a variety of tasks such as ICT, art, cooking, and especially reading, and usually work with individuals or small groups in specific classes. In addition, volunteers often help outside school when the children are taken on educational visits outside school or get involved with the work of our PTFA. These guidelines have been written to ensure that for all concerned – volunteers, teachers and children - the experience is positive and rewarding.

## **Becoming a Volunteer in school**

As part of our commitment to safeguarding and in line with recommendations from the most up to date Keeping Children Safe in Education (a copy can be found in the staffroom), in order to be considered to be a volunteer in school you will need to complete an application form. Please ask at the school office or email the relevant school enquiries address.

As part of our recruitment process, you will be required to provide details of at least one referee and ideally two. These cannot be a family member and should be someone you have worked or volunteered for; someone who knows your work with children or is a person of standing in the community. Volunteers will be asked to attend an informal interview to ensure that the aims and intentions of the school and the volunteer are compatible.

We carry out a Disclosure and Barring Service (DBS) check for all volunteers who have regular contact with children. All schools should hold a register of the checks undertaken. In order for you to work in school as a volunteer, you will need to apply online for a DBS check. We will help you get the process started and a member of the office team will support you. Please be assured that all information will be treated in the strictest confidence and that these checks are done only in the best interests and safety of the children.

Those who help out at specific events e.g. school fair, accompanying walks in the local area, visits out of school etc. who do not have unsupervised access to children, do not need a DBS but must not have unsupervised access to children. In these instances, a volunteer risk assessment will be completed by a member of the leadership team. The Executive Headteacher has the authority not to accept the help of volunteers if they believe that it is not in the best interest of the children.

## **Being a Volunteer in School**

When a volunteer arrives in the school, they must sign in at the school office and take a visitor lanyard, which must be worn at all times whilst in school. Volunteers must also sign out. Signing in and out is important in the event of an emergency so that staff and emergency services know who needs to be accounted for.

As a volunteer you will have an induction meeting with a leader from the school before you begin in your role. At this meeting you will discuss key information and procedures and be asked to read key policies relating to safeguarding and your role in school.

### **Confidentiality**

It is very important that all staff, volunteers and other adults working in each of our schools work to a policy of confidentiality. While in school, you are likely to become aware of issues relating to individual children. It is vital that you do not share anything about specific children with friends or family or a child's parent/carer if you know them. Teachers and other staff at our schools have the responsibility of informing parents/carers of any concerns about a child. Volunteers working in classrooms do so on the understanding that they support the teaching staff and will not pass opinion on such matters as discipline or teaching styles outside the school.

### **Safeguarding including the Prevent Duty**

Safeguarding concerns about a child, including those regarding the Prevent Duty, must be shared immediately with one of the Designated Safeguarding Leads (DSLs) as soon as possible after the disclosure (this will be explained in more detail at induction and safeguarding training). Everyone has a duty to keep children safe. Children may disclose information or worries at any point during the school day. It is not unusual for children to disclose information to people they feel less affiliated to and anything could trigger this. If a child says something that concerns you:

- DON'T make promises of secrecy
- DON'T ask questions of the child
- DON'T appear shocked or terrified but instead remain calm and reassuring
- DON'T delay in reporting the disclosure
- DO listen closely and carefully to everything the child says
- DO report it to one of the school's Designated Safeguarding Leads immediately
- DO complete a record of concern form/CPOMS log

### **The Prevent Duty**

Schools also have a duty to recognise children at risk of, or who may be vulnerable to, potential radicalisation. While our area remains a low risk area for this type of radicalisation we need to remain mindful of this risk to children and be aware of signs that could warrant early intervention. This very much follows the same procedures as above in school and should be reported in the same manner. Signs could include:

- Expressing extreme views regarding people of other ethnicities, cultures or faiths
- Unusual or unsafe online activity
- Disclosures regarding family members' views or behaviours towards other ethnic groups
- Signs of isolation, fear or rejection of peer groups
- Recent political or religious conversion
- Conflict with family over political or religious views

### **Mobile Phones**

All staff, volunteers and pupils should keep mobile phones switched off during lessons to avoid distraction and disturbance. Calls or messages should not be made or received during lessons.

### **Health & Safety**

Health and safety is of the utmost importance. If, while working in school, you see anything that is unsafe, please report the matter to a member of the administrative or leadership team as soon as possible.

### **Fire**

There is a fire drill once every two terms. The signal is a continuous ringing of the fire bell. A fire drill routine is based on a critical sequence of events, these being: Alarm Operation; anyone discovering an outbreak of fire must, without hesitation, sound the alarm by operating the nearest fire alarm call point. Calling the Fire Service; all outbreaks of fire or any suspected fire, however small, should be reported immediately to the Fire Service by an adult by the quickest means available. This is likely to be by calling a member of the Admin Team who have ready access to outgoing telephone lines. If the fire alarm sounds, please make your way safely to the nearest exit following the school's fire evacuation procedures (these will be shared with you as part of your induction).

### **Photocopier**

You may be asked to use the photocopier to support the class teacher in preparing resources. A member of staff you are working with will explain how to use this but please ask in the school office if you are unsure.

**First Aid**

Please do not administer First Aid to children whilst you are volunteering in school. A number of staff hold certificates for paediatric first aid and first aid at work. Please talk to the class teacher or a member of the office team if you are approached by a child with an ailment or injury.

**Attendance**

If you find that you are not going to be able to come into school on a particular day, it is helpful to know in advance, even if that's only a phone message on the morning in question. Please call the front office who will get a message to the teacher you would be working with.

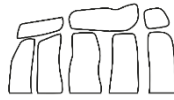
**References**

Occasionally, volunteers ask the school to provide a written reference when they are seeking employment. We stipulate a minimum qualifying period of three months' attendance of regular volunteering (e.g. once a week) before we feel able to provide a work-based reference. We believe that this is fair to both prospective employers and candidates.

To add – next of kin form application form and volunteer risk assessment.

Appendices

1) Volunteer Application form



**Volunteer Application Form**

Please note- this is not an application

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form for employment

**1. PERSONAL DETAILS**

First name/s:	Surname and title:
Address:	Daytime Telephone Number:
	Evening Telephone Number:
	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 (e.g. hearing children read etc.).

Please use this space to talk about any volunteering you have done previously; any relevant skill you have (e.g. languages spoken, sports, scouting etc.) or any relevant qualifications.

### 3. YOUR AVAILABILITY

Days:

Hours per day:

Times:

### 4. ADDITIONAL INFORMATION

Does your children attend one of the Federation schools? (please circle)      Yes / No

If "YES" which one:

Please state your child/ren's names and year group/class:

If "No", what is your connection with the school?

Do you have a preferred age range you would like to volunteer with? (please circle)

Early Years

Key Stage One

Key Stage Two

No preference

(Please note that regular volunteers will not be placed in a year group where they have a child)

### 5. CHECKS FOR THE SAFEGUARDING OF CHILDREN

The Stukeley Federation is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The Federation is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that is considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

Volunteers working in regulated activity will also require a barred list check.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations.

Do you have a DBS check? (please circle)

Yes / No

If yes, what type of check do you have? (please circle)

Enhanced DBS / Enhanced DBS with barred list information

Are you registered with the DBS Update service? (please circle)

Yes / No

## 6. REFERENCES

Your placement as a volunteer may be subject to satisfactory references. Please give the details of two references who can comment on your suitability (e.g. employers, colleagues, teachers, etc.).

Name (including title):	Email address:
Address:	Relationship to you:
Telephone Number:	How long have they known you?:
Name (including title):	Email address:
Address:	Relationship to you:
Telephone Number:	How long have they known you?:

## 7. DISABILITY AND ACCESSIBILITY

The Stukeley Federation is committed to ensuring that applicants with disabilities or impairment receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist you, please state the arrangements you require:

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

I can confirm I have received a copy of the Volunteers in School Policy.

**Signature:**

**Date:**

Thank you for applying, you will hear from us soon. If we require any further information, then we will be in contact with you.

**PRIVATE AND CONFIDENTIAL**

The below details are for emergency use only and will be kept securely in the school office.

**NEXT OF KIN CONTACT DETAILS**

SURNAME:

FIRST NAME:

**CONTACT 1**

Name:

Relationship:

Address:

Mobile Telephone:

Work Telephone:

Home Telephone:

**CONTACT 2**

Name:

Relationship:

Address:

Mobile Telephone:

Work Telephone:

Home Telephone:



## 2) Risk assessment



### Risk Assessment Template schools who are NOT in

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### for Volunteers working in Regulated Activity

This risk assessment template may be used 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 2023. This would NOT be appropriate for volunteers who simply assist with day-time school visits.

Name of Volunteer:	Start Date:
Person conducting the risk assessment:	

- A** Yes  Is the volunteer going to be working in Regulated Activity (tick one box)  
If 'Yes' you **must** obtain an Enhanced DBS certificate with Barred List check and you do **not** need to fill out the 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?	(If 'yes' the volunteer is <b>Regulated Activity</b> , tick box A above)	1 = No Personal Care 2 = Some Personal Care = <b>Regulated Activity</b>	
What tasks will they be doing?		1 = low risk/simple tasks 2 = moderate risk/more complex tasks 3 = high risk/complex tasks	
Frequency of working in the school?		1 = Occasionally 2 = 2-3 times a term 3 = weekly+	
Will they be working with children outside of school hours? When?	(Work between 2am and 6am is <b>Regulated Activity</b> , tick box A above)	1 = None 2 = Occasionally 3 = Frequently 2-6am = <b>Regulated Activity</b>	
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 = strong 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/sounds 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 a different role 3 = No	
Are there any known or suspected concerns around working with children?		1 = No concerns 2 = Not known 3 = Some concerns	
Any other factors to be taken into account?			
<b>Total Risk Rating</b> (total up the risk scores for each factor)			
<b>Overall Risk Level</b> (tick one box – refer to attached guide)	High <input type="checkbox"/>	Medium <input type="checkbox"/>	Low <input type="checkbox"/>

**Guide to assessing risk level**

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

**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 does not hold a portable DBS they may wish to consider carrying out an enhanced DBS check with NO Barred List check.

**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 provide 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.

**High Risk:**

A score 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 DSB Check **NOT** required

Enhanced DBS **IS** required

Comment on reason:

**Signed Off:**

Name of person signing off risk assessment: .....

Role: .....

Signature: .....

Date: .....

3) Contact details form

William Stukeley Church of England Primary School

**Staff Emergency Contact Details**

Please complete the information requested below & return this form to the school office.

<b><u>Name</u></b>	
<b>Address</b>	
<b>Home No.</b>	
<b>Next of Kin</b>	
<b>In case of an emergency at work please list in order of priority contact name, relationship and contact no.</b>	
<b>1.</b>	
<b>2.</b>	
<b>3.</b>	
<b>Allergies/ Medical Conditions</b>	
<b>Permission to receive First Aid</b>	
<b>Permission to call Doctor</b>	
<b>Doctors Name, Surgery &amp; Phone No.</b>	