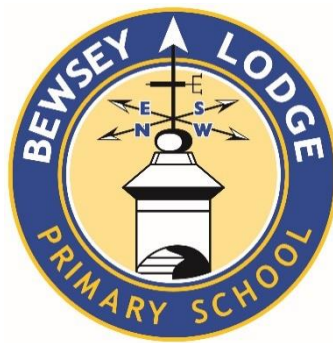


BEWSEY LODGE PRIMARY SCHOOL



Volunteer Policy

Date of Review	March 2025
Date of next Review	March 2028

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1. Our School Vision

At Bewsey Lodge Primary School, development of the whole child is at the heart of all we do. Our aim is to develop children who are confident, healthy and happy. Children who persevere and take risks; who have a voice and respect themselves and the lives and cultures of others.

Our children are loved and treasured; they are encouraged to have dreams and realise the possibilities the future holds.

Only when all aspects of a child's life are being nurtured and developed can we realise our vision of *every child reaching their full potential*.

Our Safeguarding Mission Statement

Our mission is to ensure that all children and adults are safe from harm at all times and can thrive in an environment which is secure and free from abuse or bullying of any kind.

We work hard in creating a welcoming atmosphere which develops the social and emotional needs of everyone; supporting, questioning, loving. At our school people are nurtured, valued and treated equally. Worries, concerns and thoughts are listened to and addressed in an environment of mutual respect.

At our school we are proud to feel:

SAFE

SECURE

LOVED

All adults/young people who work in our school, whether a paid member of staff, or a volunteer are expected to work and behave in such a way as to actively promote our safeguarding mission statement and school vision.

2. Introduction and Aims

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.

The aim of our 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).

3. Safeguarding

Safeguarding our pupils is our priority and volunteers must share the same commitment. The process of recruitment of volunteers mirrors the safer recruitment of paid staff, to ensure the most suitable adults for our school. A list of volunteers is kept on our Single Central record by our School Business Manager.

To ensure we're upholding our responsibility to keep our pupils safe we conduct enhanced DBS checks on our volunteers as there may be times when they work unsupervised with children such as during 1:1 reading sessions.

We will 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.

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.

4. Appointment of volunteers

- All volunteers will be asked to read our Volunteer Policy and complete the application form in Appendix 1. The policy can be found on the school website or available from the school office.
- The volunteer will be contacted by the Deputy Designated Senior Lead (DDSL) to discuss the application.
- The Business Manager will contact the volunteer to start the recruitment process. There will be a charge of £20 for a DBS payable by the volunteer.
- Once all checks have been completed, an induction will be held with the DDSL where they will be made aware of their roles/responsibilities and relevant policies/procedures/training.
- Training needs to be completed before the volunteer starts at the school and they will need to have signed to say that they have read and understood all relevant policies.
- Volunteering starts.

The Head of School/Executive Headteacher reserve the right to terminate a placement at any time.

5. How we use volunteers

At Bewsey Lodge Primary School volunteers may:

- Hear children read
- Accompany school visits
- Work with small groups of children or individual children

This isn't an exhaustive list.

Volunteers may be:

- Members of the governing board
- Parents
- Former pupils
- Students on work experience/placement
- Local residents
- Friends of the school/members of the PTA

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.

People 'volunteering' at our school on a one-off basis may be classed as a visitor, especially if they won't be working unsupervised. These people may not need a DBS check. Any necessary risk assessments will be carried out and shared with the relevant members of staff.

6. Induction and training

During the induction process we will provide safeguarding training to all volunteers (any additional training will be determined by the SLT, as appropriate). This will need to be completed **prior** to them beginning work at our school, including ensuring that they have read and understood Part 1 of Keeping Children Safe in Education.

We also require volunteers to agree and adhere to the code of conduct in this policy and to read, and adhere to, the school's policies on:

- Child Protection
- Acceptable use policy
- Online safety
- Positive Behaviour Policy
- Equality & Accessibility Policy
- Whistle-Blowing Policy (Appendix 3)

The induction process also includes; health and safety, further safeguarding, GDPR, housekeeping and information on who the volunteers line manager will be.

7. Conduct of volunteers

All volunteers at Bewsey Lodge Primary School are expected to demonstrate consistently high standards of personal and professional conduct, within and outside school by:

- Maintaining high standards in their attendance and punctuality
- Treating pupils and others with dignity and respect, building relationships in mutual respect, and at all times observing proper boundaries appropriate to the adult's professional position
- Showing tolerance and respect for the rights of others
- Having regard for the need to safeguard pupils' well-being in accordance with statutory provisions
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Respecting other's age, disability, gender, gender identity, marriage or civil partnership, pregnancy, race, nationality, sexual orientation, religion and beliefs
- Expressing personal beliefs in a way that will not overly influence pupils, and will not exploit pupils' vulnerability or might lead them to break the law
- Ensuring that comments on social networking sites do not reflect school life in any way, e.g. photographs, personal feelings or grievances
- Having proper and professional regard for the ethos, policies and practices of the school

The Code of Conduct is not exhaustive. If situations arise that are not covered in this code, staff will use their professional judgement and act in the best interests of the school and its pupils.

Use of personal devices

Personal devices such as mobile phones and wrist watches that connect to the internet should not be used in school during class time (there may be exceptions to this as agreed by the Senior Leadership Team). They may be used before or after school and during lunch breaks. As a matter of courtesy we ask that mobile calls be made privately and out of colleague's earshot.

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 their line manager. They shouldn't discuss them with pupils or parents. This doesn't prevent volunteers from adhering to the school's Child protection Policy (with regard to reporting safeguarding concerns or disclosures). If concerns are related to whistle-blowing, volunteers must follow the guidance in our Whistle-Blowing Policy (see Appendix 2).

Dress Code

Volunteers must ensure they are dressed professionally and safely. The following items are not permitted; flip flops/crocs, Ugg boots, low cut tops and jeans. An appropriate hem length on clothes is also required. We ask that clothes do not display any offensive or political slogans and may ask you to cover up tattoos, if appropriate. Tracksuits, t-shirts and trainers are encouraged if a volunteer is taking part in PE. Nails should be kept clean and at a length/shape where there can be little or no risk of scratching and cutting a child's skin.

Gifts and Hospitality

Volunteers must not accept gifts from, or give gifts to, pupils. The exception is small tokens, such as those exchanged at the end of term or as a way of saying "thank you."

8. Supervision

All volunteers work under the supervision of a teacher (line manager). Teachers retain ultimate responsibility for pupils at all times, including the pupils' behaviour and the activity they are undertaking.

Volunteers should have clear guidance from their line manager as to how an activity is carried out/what the expected outcome of an activity is. In the event of any query/problem regarding the pupils understanding of a task, behaviour or their welfare, volunteers must seek further advice/guidance from their line manager.

9. Expenses

We are unable to cover any expenses for volunteers, such as travel.

10. Health & Safety

The school has a Health & Safety Policy which is available from the school office. Emergency procedures (e.g. Fire Alarm Evacuation) are shared during the induction process. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the designated School Business Manager. Volunteers are covered by School's Health & Safety Statement and Indemnity and Public Liability Insurance.

11. Links to other policies

This volunteering policy is linked to our:

- Child Protection Policy
- Staff Code of Conduct Policy
- Online Safety Policy
- Equality & Accessibility Policy
- Acceptable Use Policy
- Positive Behaviour Policy
- Whistleblowing Policy

This list is not exhaustive.

12. Complaints

In the event of a complaint, the school's Complaint Policy will be followed, which can be found on the school website or a paper copy requested from the school office.

Appendix 1: volunteer application form

Complete the application form in full.

Please note that the school may not be able to accommodate all preferences.

DATA PROTECTION NOTICE

Throughout this form, we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:

- You've given us your consent
- We must process it to comply with our legal obligations

You'll find more information on how we use your personal data in our privacy notice;

https://www.bewseylodge.co.uk/reports/privacy_notice/

PERSONAL DETAILS

Name:	
Date of birth:	
Gender:	
Telephone number:	
Email address:	
Home address:	

EMERGENCY CONTACT DETAILS

Name:	
Telephone Number:	
Relationship to you:	

DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

DATA PROTECTION NOTICE

The school 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's 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 and the school's privacy notice.

Do you have a DBS check? (please circle)	Yes/No
If yes, what type of check do you have? (please circle)	Basic DBS / Standard DBS / Enhanced DBS / Enhanced DBS with barred list information
Date of check:	
Certificate number:	

AVAILABILITY					
	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					
Before school					
After school					
Lunchtimes					
How many hours per week/month can you volunteer?					
Can you commit to at least 1 term?					

EXPERIENCE AND QUALIFICATIONS

Do you have experience working as a volunteer, especially with children? If yes, please include details in the box below.

Why would you like to volunteer at Bewsey Lodge Primary School?

Do you have any particular skills; employment experience or hobbies you would like to share with the school? (For example, languages spoken, sports, scouting, etc.)

EXPERIENCE AND QUALIFICATIONS

Do you have any relevant qualifications?

PREFERENCES

What age group would you prefer to work with?

REFERENCES

Your placement as a volunteer may be subject to satisfactory references. Please give the details of 2 referees who can comment on your suitability (e.g. employers, colleagues, teachers, etc.).

Name:

Name:

Relationship to you:

Relationship to you:

Address:

Address:

Telephone number:

Telephone number:

Email address:

Email address:

DISABILITY AND ACCESSIBILITY

The school is committed to ensuring that applicants with disabilities or impairments 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:

Appendix 2: Whistleblowing



Whistleblowing; an easy read guide for staff

At Bewsey Lodge Primary School all members of staff are expected to report any concerns in regards to another member of staff's misconduct, following the procedure set out below.

- Concerns need to be reported to the Head of School, Mrs. Bailey. If the concern relates to the Head of School, then the Chair of Governors, Mr Nigel Spencer, should be contacted (email; nigel.spencer@bewseylodge.co.uk, mobile; 07780 604155)
- If the Headteacher is absent the allegation should be reported to one of the Assistant Headteachers; Mrs Stringer or Mrs Hopson.
- Concerns can be done verbally or in writing, although it is preferable in writing (referral forms are also available on the school website, the school office or staffroom)
- A Whistleblowing hotline and an online web form is also available:

01925 442360

https://www.warrington.gov.uk/forms/form/185/en/whistleblowing_referral_form

The NSPCC also offer a whistle-blowing helpline 0800 028 0285 and email

Appendix 3: Volunteer agreement

By signing this Volunteer Agreement, you are:

- signing to say you have read and understood the Volunteer Policy and all the policies named within it

Signed:

Print name:

Date:

