



VOLUNTEER POLICY & CODE OF CONDUCT 2019

Date approved by St Nicholas Owen MAC Directors	7 October 2019
Next review date	1 October 2020
Body responsible for review	Board of Directors
Signed: Director	J Griffin 
Date Signed	7 October 2019

Constituent academies to which this policy applies:

Principal's Signature/Date acknowledged by Academy Committee

Hagley Catholic High School		
Our Lady of Fatima Primary		
St Ambrose Catholic Primary		
St Joseph's Catholic Primary		
St Mary's Catholic Primary		
St Wulstan's Catholic Primary		

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Statement of intent

The Saint Nicholas Owen Catholic Multi Academy Company recognises and values the effort taken by parents/carers and other volunteers who contribute towards our schools.

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 our schools is productive and enjoyable.

The deployment 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 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.

1. Legal framework

1.1. This policy has due regard to statutory legislation, including, but not limited to, the following:

- The Children Act 1989
- The Children Act 2004
- The Education Act 2002
- The Childcare (Disqualification) Regulations 2009
- The Childcare Act 2006
- Protection of Freedoms Act 2012
- The Data Protection Act 1998

1.2. This policy has due regard to statutory guidance, including, but not limited to, the following:

- DfE 'Keeping children safe in education' 2016
- DfE 'Disqualification under the Childcare Act 2006' 2015

2. School regulations

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

- Child Protection and Safeguarding Policy
- Equal Opportunities and Dignity at Work Policy
- Health and Safety Policy
- Behavioural Policy
- Whistleblowing Policy
- Disciplinary procedures
- Complaints procedures

3. Regulated activity

3.1. For the purpose of this policy, a volunteer will be engaging in "regulated activity" if they work unsupervised when teaching or looking after children regularly, or provide pastoral care on a one-off basis.

4. Safeguarding children and child protection

4.1. Depending on the level of interaction with a pupil, it may be necessary to obtain a Disclosure and Barring Service (DBS) certificate.

4.2. The school **is** required to obtain an enhanced DBS certificate if:

- The volunteer intends to carry out activity for the purpose of the school and it gives the opportunity for **unsupervised** contact with pupils.

- 4.3. The school **is not** required to obtain an enhanced DBS certificate if:
- The volunteer intends to carry out activity for the purpose of the school and it gives the opportunity for **supervised** contact with pupils.
- 4.4. 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.
- 4.5. The school will obtain an enhanced DBS certificate, including barred list information, for any volunteer who is new to working in regulated activity.
- 4.6. The school will not obtain barred list information for any volunteer who does not engage in regulated activity.
- 4.7. The school may decide to conduct a repeat DBS check on any volunteer of whom they hold concerns about.
- 4.8. The school wants to ensure that activities are planned properly and safely, and that volunteers are informed of these plans. We strive to ensure that volunteers have access to a member of school staff, should they wish to discuss difficulties or report on issues that may arise.
- 4.9. All staff, visitors and volunteers are required to be identified and located at all times. For this reason, the following process will be adhered to:
- Sign in and out of the building at the office/reception
 - Visitor's badge worn at all times
 - A designated member of staff, the Principal, is made aware of where the volunteer is working

5. Risk assessments

- 5.1. The school will undertake a risk assessment, and use professional judgement and experience when deciding whether an enhanced DBS check is required for any volunteer not engaging in regulated activity.
- 5.2. The following factors will be taken into consideration when deciding whether to seek an enhanced DBS certificate:
- The nature of the work with the pupils
 - The school's knowledge of the volunteer, including any formal or informal information offered by staff and parents/carers
 - 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

6. Disqualification under the Childcare Act

- 6.1. Any individual who is classified as being disqualified under the Childcare (Disqualification) Regulations 2009 and section 25 of the Childcare Act 2006, is unable to provide any means of childcare provision.
- 6.2. 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.
- 6.3. 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 sexual offences against children and adults.
 - They live in the same household as another person who is disqualified from childcare provision.
 - They have been refused any provision relating to childcare, or have been prohibited from private fostering.
 - Have received certain orders in relation to the care of children.
- 6.4. The school will not employ any volunteer who is classified as being disqualified under the above regulations.
- 6.5. 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.

7. Supervision

- 7.1. 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 enough within the circumstances to ensure the protection of the pupils.
- 7.2. 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 individual 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 staff members would be supervised by each member of supervising staff

8. Health and safety

- 8.1. All volunteers will be required to read the Health and Safety Policy, prior to them undertaking any activity on behalf of the school.
- 8.2. All volunteers will ensure that they are familiar with emergency procedures, e.g. evacuation, and of any health and safety aspects relating to the activity they will be undertaking, e.g. whilst in a cookery class.
- 8.3. 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 the Principal.

9. Absence

- 9.1. Volunteers are required to inform the school office by 8:00 am if they are unable to attend at the agreed time.
- 9.2. Failure to inform the school office on more than **three** instances may result in the volunteer being unable to attend the school on any further occasions.
- 9.3. 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.

10. Confidentiality

- 10.1. Volunteers will be reminded that all information with regards to individual pupils and members of staff is confidential, and that the sharing of data is protected under the Data Protection Act 1998.
- 10.2. **Volunteers are not permitted to discuss any confidential information regarding a pupil or member of staff, with any other individual at the school.**
- 10.3. ***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.***

- 10.4. There may be instances where a volunteer is required to pass information to a member of staff, such as if they notice a pupil being bullied or subjected to harm.
- 10.5. Volunteers will report any concerns to a member of staff **and are instructed not to notify the parents/carers.**

11. Internet use

- 11.1. 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 following school policies:
 - E-safety Policy
 - E-security Policy
 - Social Media Policy
- 11.2. Volunteers will have restricted access to the school network and will be instructed on ensuring appropriate use.
- 11.3. No volunteers are permitted to make contact with pupils via social media or email, or arrange to meet pupils outside of school.

12. Monitoring and review

- 12.1. The Board of Directors will review this policy on an **annual** basis, and will communicate any changes to all members of staff and existing volunteers.
- 12.2. All volunteers will be required to read this policy prior to their attendance at the school.

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 the staff and pupils, and make them feel valued.
- Be approachable, pleasant and a positive role model for pupils.
- Adhere to all school policies, e.g. the: Child Protection and Safeguarding Policy, Health and Safety Policy, Anti-bullying Policy, Behavioural Policy, etc.
- 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/senior member of staff** immediately.
- Dress and behave in a manner which promotes healthy and safe working practices.
- Accept and follow directions from the **supervisor** 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 the **supervisor**.
- Avoid waste or extravagance and make proper use of the resources.
- Conduct work in a cooperative manner.
- Turn any mobile phones off while on school premises.

Volunteers **will not**:

- Discipline a pupil; if there are any problems, the **class teacher/senior member of staff** will be informed straight away and he/she will deal with the situation.
- Shout, hit, threaten or manhandle a pupil.
- Take photographs in school without the prior permission of the **Principal**.
- 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 **Principal**, e.g. outgrown sports kit, football boots or uniform.
-

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

Signed: _____

Date: _____

Volunteer Agreement Form

Name:	
Name of staff member to whom you will report:	
Number of times that you will volunteer in the school:	
Between the following dates (to be reviewed after one month):	

Please tick the appropriate box once you have read and understood the following documents:	
Behavioural Policy	
Anti-bullying Policy	
Child Protection and Safeguarding Policy	
Health and Safety Policy	
Equal Opportunities and Dignity at Work Policy	
E-security Policy	
E-safety Policy	
Social Media Policy	
Fire Safety Guidelines	

I understand that I am a volunteer and will therefore not receive payment for my duties, including travel expenses:			
Signature of volunteer:		Date:	
Signature of supervisor:		Date:	

Volunteer Application Form

Name:		Date of birth:	
Postcode:		Telephone:	
Address:			

In the box below, please give details of why you wish to volunteer and the activities you want to undertake:

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Is your application in connection to an educational course? (please circle)	Yes/No
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If you answered 'yes' to the above, please fill out the table below:

Name of educational school/college/university:		Postcode:	
Address:			
Course details:			
Qualification:		Length of course:	
Link tutor:		Telephone:	

Please fill out the below, providing accurate details of when and how long you are available for:

I wish to work on the following school days (please tick):

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

I wish to work (please tick):

- A full day (9:00am – 3:00pm)
- Mornings
- Afternoons

Please list any other requirements in terms of availability (e.g. specific times):

If accepted, I understand that I will need to attend an induction meeting and will need to be aware of, and follow, all school policies:

Signature of volunteer:

Date: