Abbots Farm Junior School

Volunteers Policy

(including Work Experience placements)

Written: January 2024

Reviewed: April 2025 and April 2026

To be reviewed: April 2029

1. 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.

We are committed to using volunteers in a way that supports the school's strategic aims and vision, as well as its development plan.

The aim of this 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
- Ensure that high standards of safeguarding are adhered to at all times when welcoming volunteers into our school community
- Provide staff, volunteers and parents with clear expectations and guidelines
- Set a clear, fair process for recruiting and managing volunteers

2. Legislation and statutory guidance

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. How we use volunteers

At Abbots Farm Junior School, volunteers may engage in the following kinds of activities but please note, this is not an exhaustive list:

- Hear children read
- Accompany school visits
- Making or organising resources
- Support individuals or small groups of children within the classroom
- Support specific curriculum areas, such as ICT or art

Volunteers may be:

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

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.

There is a distinction between visitors and volunteers, as some people 'volunteering' at our school on a one-off basis are actually more likely to be classed as visitors, especially if they won't be working unsupervised, for example, a parent supporting a school trip.

4. Work Experience Placements

While work experience arrangements fall within the remit of this policy, there are some specific differences in some of our arrangements for pupils wishing to complete work experience at Abbots Farm Junior School. This is due to the purpose of work experience, the nature of the way work experience is organised, the fact that this is jointly organised with the pupil's school and the ages of the pupils.

In some sections of this policy, there is a sub-section containing details pertaining specifically to work experience arrangements. This will apply to all school-age pupils looking to complete a short period of volunteering in our school, usually no longer than a week, where the placement is an expected part of your educational journey.

5. How to apply to be volunteer

Anyone looking to become a volunteer at Abbots Farm Junior School should send an email to the school office admin2421@welearn365.com in the first instance, with details of what they would like to volunteer for and to enquire if this would be possible. Someone will then get back to you and if we feel we may be able to accommodate your request, we will send you a copy of our school application form to complete.

5.1 Work Experience requests

For a request for work experience to be successful, we ask that the pupil themselves makes the enquiries, as we feel this is an important part of the learning process for pupils. Rather than completing the full volunteer application form, we ask pupils make work experience requests by writing an email to request the placement, give details such as dates and the reason why they would like to do their experience in a primary school.

6. Appointment of volunteers

Appointment and induction of volunteers is co-ordinated by a senior member of staff (Mrs D. Beech) but final appointment decisions are made by the headteacher. Potential volunteers will be invited into school to meet with a senior member of staff to discuss their aims of the volunteering and how we can help with that. The decision to offer a voluntary placement will be made after this meeting and shared with the prospective volunteer by email.

Appointment and induction of new volunteers can take at least 6 weeks, and is dependent on the candidate and available spaces within the school.

All appointments are conditional upon the completion of an enhanced DBS check (if appropriate – see safeguarding section below) and other appropriate safeguarding and recruitment checks, and relevant training.

The headteacher reserves the right to terminate a placement at any time.

Enhanced DBS checks for volunteers working in the school through other organisations will be conducted by the relevant organisation, if needed. The school will ask for written confirmation that enhanced DBS checks have been carried out before a volunteer is allowed to start work at the school.

6.1 Work Experience allocations

Due to the fact that we often have more pupils requesting work experience than we can accommodate, we have set a limit of no more than 3 pupils on work experience at any one time. We will consider requests in the order that they have been submitted and will look to ensure that the criteria stated in section 3.1 has been met before offering a place.

7. Safeguarding

Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection.

To ensure we're upholding our responsibility to keep our pupils safe, we will:

- Conduct enhanced DBS checks with a barred list check on volunteers who:
    - Are over 16, with the exception of work experience pupils in years 12 or 13 on a short placement – see section 7.1.1 (NB. We legally cannot carry out a DBS check on a child under the age of 16 who is volunteering at our school.)
    - May work 1-on-1 with pupils unsupervised
    - May work with groups of pupils unsupervised
    - Supervise or accompany groups of pupils on overnight residential visits

- 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
- Provide safeguarding training to all volunteers **prior** to them beginning work at the school, including ensuring that they have read part 1 of Keeping Children Safe in Education and ask volunteers to sign to indicate that they have read and understood them
- Require volunteers to agree and adhere to our code of conduct (see appendix 2)
- Require long-term volunteers to read and adhere to the following school policies, then sign to indicate that they've read and understood them:
    - AFJS Safeguarding Policy
    - AFJS Use of mobile phones and personal devices Policy
    - AFJS Acceptable Use Policy for Staff and Governors
    - AFJS Online Safety Policy
    - AFJS Relationship and Behaviour Policy
    - WCC Health and Safety Policy

- Ensure that volunteers without an enhanced DBS check are always supervised, and are never left alone with pupils.
- Conduct a risk assessment to determine whether a volunteer who isn't working in regulated activity needs an enhanced DBS check. The risk assessment will consider:
    - The nature of the work they will be doing
    - What we know about them
    - References from employers or other voluntary roles
    - Whether the role is eligible for an enhanced DBS check

We will ensure that anyone under 16 who is volunteering is always under an appropriate level of supervision, and conduct a risk assessment to consider any potential safeguarding issues. For further details of work experience safeguarding considerations, see section below.

All volunteers will be added to our single central record (SCR) in line with KCSiE guidance.

7.1 Safeguarding for work experience placements

With regards to safeguarding for work experience placements, there are additional considerations to be made, as the volunteer is still classed as a child too, and we must fulfil our safeguarding duties for them as well as the pupils in our school.

We will not carry out DBS checks on over 16s if they are with us for a week on a work experience placement. There will, however, be a clear expectation that they are not to be unsupervised with pupils at any time. This would be different if the placement was to be for a longer or more sustained period of time, for example all year on a Monday afternoon. Due to the regular nature of a placement like this, we would require the safeguarding process as detailed above to be followed as for all other volunteers, to include a DBS check.

All work experience students will receive a bespoke induction relevant to their own age and stage. In all instances, this will cover:

- code of conduct
- who they should talk to if a child says something that concerns them
- what is classed as a concern
- how to keep themselves and AFJS pupils safe
- respecting confidentiality and boundaries with the pupils
- not being left unsupervised
- no use of mobile phones
- no befriending pupils (including online)
- health and safety

Any non-attendance will reported to the work experience pupil's own school/education setting.

Any concerns that arise will be reported to the work experience pupil's own school/education setting.

8. Induction and training

Volunteers must complete appropriate training prior to beginning work at the school.

Training requirements will be determined by the headteacher, or the appropriate member of staff. Feedback will be taken from volunteers on and further support or training they feel they may need.

All volunteers must have safeguarding training (See section 5 above) and a Health and Safety induction. Other training requirements will be based on the nature of the work the volunteer will be doing.

9. 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 the appropriate member of staff. They shouldn't discuss them with pupils or parents.

This doesn't prevent volunteers from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

If concerns relate to safeguarding, volunteers must follow the guidance in the AFJS Child protection and safeguarding policy, and inform the designated safeguarding lead (DSL).

If concerns are related to whistle-blowing, volunteers must follow the guidance in our whistle-blowing policy.

10. Conduct of volunteers

It is essential that any volunteers in our school maintain a safe, respectful and professional level of conduct and support fully support the AFJS vision and values throughout their time here. Volunteers must comply with the code of conduct set out in appendix 2 of this policy and all other policies detailed within this document as essential to the role of a volunteer.

11. Insurance

The school's insurance policy covers volunteers in the event of an accident or emergency.

If a volunteer is working at the school through another organisation, we will also check that organisation's insurance arrangements.

12. Data protection and record keeping

Our privacy notice for staff also covers what information we collect about volunteers and why we collect it. You can find details of our data protection processes on our website at https://abbotsfarm.co.uk/key-information/data-protection/

We will:

- Retain records relating to volunteers in line with our records retention schedule
- Remove details of volunteers from the single central record (SCR) once they no longer work at our school

13. Monitoring and review

This policy has been written by the headteacher and reviewed by key members of staff. It will be reviewed regularly, initially after a year but then on a 3 year cycle.

14. Links to other policies

This volunteering policy is linked to our:

- AFJS Safeguarding Policy
- AFJS Use of mobile phones and personal devices Policy
- AFJS Acceptable Use Policy for Staff and Governors
- AFJS Online Safety Policy
- AFJS Relationship and Behaviour Policy
- WCC Health and Safety Policy

Appendix 1: volunteer application form

ABBOTS FARM JUNIOR SCHOOL

Learners for Life
Farmers Forever

Ambitious, Healthy Bodies and Minds, Reflective, Resilient

Abbotts Way, Rugby,
CV21 4AP
Tel: 01788 576074
Email: admin2421@welearn365.com

Volunteer Application Form

This form contains important information which will be used to assess your application for the role and also to then confirm your employment and personal details and so you should ensure it is accurately completed, and that you have clearly demonstrated how you meet the requirements of the role.
Please complete as much of the form as you can – we will apply for references and a DBS check before you can start as a volunteer with us.

Personal Details

Surname(s)			
Forename(s)			
Title			
NI Number and DOB	NI	Date of Birth	
Home Address			
Home Tel. No.		Mobile Tel. No.	
Email Address			

Employment History

Provide details of your employment history, starting with your most recent / current employer and working back. Please account for any gaps. Please continue on a separate sheet using the same format.

Employer			
Job Title			
Start Date		End Date	
Reason for Leaving			
Address of employer / brief details of duties and responsibilities			

Education

Provide details of your education history, starting with your most recent / current experience and working back. Please account for any gaps. Continue on a separate sheet if necessary.

Establishment			
Start Date		End Date	
Education Type (e.g. Degree)			
Establishment			
Start Date		End Date	
Education Type (e.g. Degree)			
Establishment			
Start Date		End Date	
Education Type (e.g. Degree)			
Establishment			
Start Date		End Date	
Education Type (e.g. Degree)			

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?					

Qualifications / Training

Provide details of your qualifications which are relevant to the role. Continue on a separate sheet if necessary.

Type / Level	Subject	Date Obtained	Result

Previous Experience

Do you have experience working as a volunteer, especially with children? Or any other experience of working with children? If yes, please include details in the box below.
Why would you like to volunteer at Abbots Farm Junior 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.)

References

Please give details of two referees, one of which must be your current or most recent employer and the second can be either an employment or educational reference, or a personal/character reference.

Surname(s)			
Forename(s)			
Title			
Job Title			
Address			
Telephone No.			
Relationship to you			
Email Address			
Can we seek this reference without further consent from you?		Yes	No

Surname(s)			
Forename(s)			
Title			
Job Title			
Address			
Telephone No.			
Relationship to you			
Email Address			
Can we seek this reference without further consent from you?		Yes	No

Additional Questions

We positively encourage applications from disabled people who have the necessary skills and experience for the job. For disabled people who are able to show they meet the essential requirements for the job, we are pleased to guarantee an interview. If you have a disability, please outline below any reasonable adjustments you require for interview and / or to help you in this job.

Do you consider yourself to be disabled?	Yes	No
Do you require reasonable adjustments for your interview?	Yes	No
If YES, provide details.		
Do you have any cautions, warnings, convictions, orders or other determinations that would render you disqualified from working with children up to the age of 8 as per the Childcare (Disqualification) Regulations 2009, replacement or similar legislation?	Yes	No
If you have ticked YES, provide details. You may provide this information separately from your Job Application Form.		
(Teaching positions only) Are you subject to a prohibition order/interim prohibition order issued by the Secretary of State that would prevent you from carrying out teaching work in schools, sixth form colleges, 16 to 19 academies, relevant youth accommodation and children's homes in England?	Yes	No
If you have ticked YES, provide details. You may provide this information separately from your Job Application Form.		
Provide details of any memberships you have with any organisation that may be relevant to the job you are applying for.		
Are you related to, or have a personal relationship with a Councillor, Governor or Employee of the School or Warwickshire County Council? (Failure to make proper disclosure shall disqualify you for the appointment, and if appointed, shall render you liable to dismissal without notice	Yes	No
If YES, provide details.		

Declaration

With this application, I hereby consent to the information in this form being retained for recruitment, selection and employment related purposes. I understand that any offer of employment is subject to the relevant pre employment checks including but not limited to satisfactory a)Verification of identity b) References, c) DBS Certificate and check of the barred list/s (if applicable), d) Medical clearance e) Proof of eligibility to work in the UK f) Proof of qualifications and registrations. I declare that all statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information. I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to be dismissed.

Signature* Date

*a signature is not required if this form is emailed from your given email address.

Appendix 2: code of conduct for volunteers

Code of conduct for volunteers

By signing this form, volunteers agree to the following:

1. School rules and policies

1.1. Volunteers will follow all school rules and policies, including those on:

1.1.1. Child protection
1.1.2. ICT and internet acceptable use
1.1.3. Online safety
1.1.4. Mobile phones
1.1.5. Data protection
1.1.6. Health and safety
1.1.7. Equality
1.1.8. Whistle-blowing
1.1.9. Behaviour

1.2. Copies of the school policies are available online or from the school office

2. Professional conduct

2.1. Volunteers must accept and follow instructions provided by supervisors, and ask for guidance or clarification if required. Questions can be directed to the supervising member of staff, or to the school's volunteer co-ordinator, Denise Beech.

2.2. Behaviour management is the responsibility of school staff. If volunteers witness behaviour that is in breach of the school's behaviour policy, or are struggling to manage the behaviour of pupils with whom they're working, they should alert the class teacher immediately. Volunteers should not attempt to reprimand pupils or issue sanctions.

2.3. Volunteers must conduct themselves in a professional manner at all times. This includes:

2.3.1. Dressing in a way that is professional and appropriate to the work they are doing
2.3.2. Refraining from using inappropriate language
2.3.3. Setting an example for pupils by acting in a way that reflects the school's ethos and values
2.3.4. Behaving in a way that is appropriate for the role they are undertaking
2.3.5. Ensuring that comments, including those made on social media, do not bring the school into disrepute

2.4. 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". This must be done following a discussion with the school's volunteer co-ordinator, Denise Beech.

2.5. Volunteers must not transport pupils in their own cars.

2.6. Parent volunteers with children at the school must not act in a way that favours their own child, and should not approach their child unnecessarily during the school day (for instance, during break times). They may not use their time as a volunteer to discuss their child's education with school staff.

2.7. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact the school office as soon as possible. Inconsistent attendance may result in the placement being reviewed or terminated.

3. Safeguarding

3.1. Volunteers must be familiar with, and adhere to, the school's safeguarding and child protection policy. Safeguarding training will be provided to all volunteers before they begin their placement.

3.2. If volunteers have concerns about the welfare of a child, or if a child makes a disclosure, they should speak directly to the designated safeguarding lead (DSL) or deputy DSL. The DSL is Mrs Gemma Webb (Headteacher) and the deputies are Mr Adam Corbett (Deputy Head) and Mrs Lauren Watson-Tate (Assistant Head). The school's volunteer co-ordinator, Denise Beech, is also trained as a DSL to support her role and she can be consulted at any time.

3.3. Volunteers should refrain from physical contact with pupils, and should use their judgement to determine when physical contact is appropriate. If physical contact with pupils is required, volunteers should ask for a pupil's consent before touching them.

3.4. Volunteers must alert the DSL if a pupil develops an infatuation with them, and must not form personal relationships with pupils, either inside or outside of school, with whom they do not already have a personal relationship. This includes:

3.4.1. Exchanging contact information

3.4.2. Making contact with pupils outside of school, including on social media

3.4.3. Arranging to meet pupils outside of school

3.5. Volunteers should not take or share photos of pupils unless instructed to do so by the teacher they are working with using a school device.

4. Health and safety

4.1. Volunteers must abide by the school's health and safety and first aid policies. Volunteers are not to administer first aid, except in an emergency where none of the designated first aiders are available.

4.2. Volunteers must be familiar with the school's fire safety and emergency evacuation procedures.

4.3. Volunteers must sign in and sign out at the beginning and end of every visit, and must wear a visitor badge at all times.

5. Confidentiality

5.1. Information about pupils, parents and staff at the school is confidential, and should not be shared with anyone else. Volunteers shouldn't discuss pupils with parents or other children. If parents approach volunteers for information, they should be directed to speak to a class teacher or the headteacher.

Failure to adhere to this code of conduct may result in the termination of the placement. In more serious cases, misconduct will be treated in line with the school's staff disciplinary procedures.

Please sign and date below:

X _____

Volunteer name (please print)

X _____ X _____

Volunteer signature Date