



Martin Primary School

Volunteer Policy

Ratified by the Senior Leadership Team: summer 2024
Reviewed every three years

Statement of intent

At Martin Primary School we recognise and value the effort taken by 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 (Appendix 1).

1. Legal framework

This policy has due regard to all relevant legislation and 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
- UK General Data Protection Regulation (GDPR)
- The Data Protection Act 2018
- DfE (2023) 'Keeping children safe in education 2023'
- DfE (2018) 'Disqualification under the Childcare Act 2006'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Allegations of Abuse Against Staff Policy
- Low-level Safeguarding Concerns Policy
- Complaints Policy
- Safer Recruitment Policy
- Data Protection Policy

2. Definitions

The following definitions apply for the purposes of this policy. For the purposes of this policy:

“Volunteers” are individuals who engage in an activity which involves spending time unpaid (except for travel and other approved expenses), doing something which aims to benefit some third party, i.e. the school, and not a close relative.

“Occasional volunteers” are individuals who only accompany staff and pupils on one-off trips that do not involve overnight stays, or who volunteer at specific one-off events, such as sports days.

“Regular volunteers” are individuals who volunteer at the school:

- three or more times in a 30-day period

- once a month or more
- on an overnight stay.

A volunteer will be engaging in “**regulated activity**” if they:

- will be responsible, on a regular basis in school, for teaching, training, instructing, caring for or supervising children
- engage in intimate or personal care or healthcare or any overnight activity, even if this only happens once.

3. Recruitment

Anyone who wishes to become a volunteer at the school, either on an occasional or more regular basis, will be required to submit a [Volunteer Application Form](#) (Appendix 2) to the school office.

Occasional volunteers

Occasional volunteers will be appointed at the headteacher's discretion and will not be required to go through the recruitment process. An assessment will be conducted to determine what checks, if any, are required.

An occasional volunteer will always be supervised by a member of staff, unless the appropriate DBS checks have been obtained.

Regular volunteers

Regular volunteers will always go through the following recruitment process:

- the individual will be asked to have an informal discussion with a relevant member of staff to ensure they are suitable for the role
- the appropriate safer recruitment checks will be undertaken
- the individual will be made aware of the roles and responsibilities they will be undertaking
- references will be sought where appropriate.

Safeguarding checks

Under no circumstances will a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

The school will use its professional judgement to decide what checks are required. It will consider:

- the nature of the work with children, especially if it will constitute regulated activity, including the level of supervision
- what the school knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability
- whether the role is eligible for a DBS check, and if it is, the level of check required.

Any DBS checks applied for will be recorded on the school's Single Central Record.

If a volunteer will be working in regulated activity, an enhanced DBS check with children's barred list information will be required. The school will not request barred list information on a volunteer if they are supervised, as they are not considered to be engaged in regulated activity.

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.

All checks will be conducted in line with the school's Safer Recruitment Policy.

4. Supervision

When determining if a volunteer needs to be supervised, 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.

5. Induction

Volunteers will be required to read and agree to the Volunteer Code of Conduct and Staff Code of Conduct before starting their role at the school.

All volunteers will be required to make themselves familiar with school procedures as part of their induction, including the following:

- Child Protection and Safeguarding Policy
- Low-level Safeguarding Concerns Policy
- Behaviour Policy
- Volunteer Policy

Volunteers will be provided with access to the above documents upon their induction.

Volunteers will be required to read Part 1 of 'Keeping children safe in education' as part of their induction.

All volunteers will be provided with a point of contact within the school who they can go to if they have any questions or issues they need to discuss.

6. Safeguarding

Volunteers will be provided with safeguarding information as determined by the Governing Body, using a proportionate, risk-based approach. This will include the School Visitor Safeguarding Guide.

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 school office will be aware of where the volunteer is working.

Volunteers will be made aware that they must report any safeguarding concerns in line with the school's Child Protection and Safeguarding Policy. The identity of the school's DSL and any deputies will be made known to all volunteers.

Any safeguarding concerns or allegations raised regarding a volunteer will be dealt with in line with the Low-level Safeguarding Concerns Policy and/or the Allegations of Abuse Against Staff Policy.

7. Health and safety

Volunteers will be required to complete the medical and personal information questionnaires 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 a class teacher or a senior member of staff.

7.1 Evacuation and Invacuation

Volunteers are required to fully understand and effectively implement the Evacuation and Invacuation plans (see Appendix 3).

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

8. Absence

Volunteers are required to inform the school office or the member of staff who is their agreed point of contact by 8:00am on the day they were due to attend if they are unable to attend at the agreed time.

Failure to inform the school on more than three instances may result in the volunteer being unable to attend the school on any further occasions.

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.

9. Confidentiality

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

Information will be shared with volunteers on a need-to-know basis, and they will not have access to the school's records unless access is required to fulfil their role.

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, such as 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.

10. Complaints

Any complaints made in relation to a volunteer will be managed in line with the school's Complaints Policy.

Appendix 1: 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, Low Level Safeguarding Concerns Policy, Volunteer Policy and Behaviour Policy.
- read and understand Part 1 of 'Keeping Children Safe in Education'
- 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 challenging 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 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
- make proper use of the resources
- conduct work in a cooperative respectful 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 headteacher.
- 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 headteacher, e.g. giving an outgrown sports kit, football boots or uniform to a pupil.

I, _____, **agree to abide by the rules outlined in this policy.**

Signed: _____

Date: _____

Appendix 2: Volunteer application form

This application form must be completed before you undertake any volunteer work at Martin Primary School. In the first section, please write each piece of information in the relevant box. In the second section, please circle whether your application is in connection to an educational course and, if so, fill out the table that follows. In the third section, please fill out your availability. Please sign and date the fourth section in the boxes on the right.

Please give details of why you wish to volunteer and the activities you want to undertake

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Name		Date of birth	
Postcode		Telephone	
Address			

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 setting		Postcode	
Address			
Course details			
Qualification		Length of course	
Link tutor		Telephone	

Please fill out the sections 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 (**8:30**am – **3:30**pm)
- 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

Appendix 3

EMERGENCY EVACUATION PROCEDURE

General Principles

The school's priority is to keep all children and adults safe at all times.

Responsibilities

School Emergency Evacuation Coordinators (EEC): **Tristan Green/ Jimmy Sotiriou**

Evacuation drills

Evacuation drills are practised at least once each term, at various times of the day. Details of evacuations are noted, including time taken and any problems, and the procedures are reviewed regularly by the EECs.

Maintenance of fire safety equipment and precautions

- The Premises Manager regularly tests the fire alarm system.
- Fire extinguishers are maintained annually under a contract with LBB.
- Any potential fire/health and safety hazards are reported immediately to the school office for appropriate action.
- All fire exits, escape routes and appliances are kept clear of furniture and other obstructions at all times.

On discovering a fire / smoke:

- If you discover a fire or smoke anywhere in the building, you must find the safest and nearest alarm point, smash the glass to activate the alarm and then follow the evacuation procedure below.
- Office staff will be responsible for alerting the emergency services once the alarm has sounded.
- No staff should use the fire extinguishers or try to tackle the fire themselves unless they are trained to do so.
- All staff have a responsibility to ensure that they are aware of where the alarms and nearest exits are located.

Evacuation process

- Classes should evacuate the building using the nearest exit available.
- Staff should stress to the children the importance of leaving the building quietly and walking in single file.
- If you are unable to locate a child in your care, exit the building immediately and inform either the Headteacher or Deputy Headteacher at the assembly point.
- Teaching assistants and additional staff in classes are asked to do a sweep of the additional rooms, spaces or toilets, in the vicinity of the classroom in which they work, which are on route towards their exit.
- The last person out of each area of the school should close the door.

Assembly points

- All classes should line up at their allocated assembly point on the MUGA or the field.
- On arrival on the field, class teachers will be handed their register by a member of the office team. Teachers are to check that all children are present and report any missing children to the Headteacher or Deputy Headteacher.

- All staff and visitors should assemble on the far side of the playing field, opposite the school.

EMERGENCY INVACUATION PROCEDURE

General Principles

The school's priority is to keep all children and adults safe at all times.

Responsibilities

School Emergency Invacuation Coordinators (EIC): **Tristan Green/Ziz Chater**

Deputy School Emergency Invacuation Co-ordinator: **Jimmy Sotiriou**

Communication

This plan is displayed in the school entrance halls, the school office, the headteacher's office, staffroom, staff office and all classrooms. These emergency procedures are discussed with all staff at the start of each academic year.

Invacuation drills

Invacuation drills are practised at least once each term, at various times of the day. Details of invacuations are noted, including time taken and any problems, and the procedures are reviewed regularly by the EICs.

Raising the alarm

1. In the event of an incident which requires the EIC to decide that the school should be invacuated, the siren will be sounded at one of the four points in the school.
2. The EIC or a member of the office staff will call the police immediately.

Invacuation – on hearing intermittent fire bell:

1. If already in a room, the children should be moved away from doors and windows **to sit in the nearest invacuation assembly point**.
2. If not in a room, children and adults should enter the nearest accessible room and sit in the invacuation assembly point.
3. The children should sit **silently** in the allocated place.
4. All doors must be closed and locked (where possible), windows closed and blinds pulled down.
5. All lights and any sources of noise must be turned off.
6. The class teacher will count the children and adults to ensure that all children and adults are accounted for. If any adult/child is not accounted for the class teacher will contact the headteacher using the internal telephone system.
7. All visitors, including those running clubs, must follow the invacuation procedures.
8. People may only leave their safe position once the EIC has declared the school safe.

Invacuation during playtime:

1. Siren sounds.
2. The adult nearest the bell should ring it for the children to line up in classes.
3. The adults should then take the children into the school to the appropriate assembly point in their class and follow the invacuation procedures.

Invacuation during lunchtime:

1. Siren sounds.
2. The adults in the dining rooms should tell the children to sit in silence under the nearest table and do a quick head count. Doors and windows must be closed.
3. In the playground, the adult nearest the bell should ring it for the children to line up in classes. The adults should then take the children into the school to the appropriate assembly point in their class and follow the invacuation procedures.
4. Any visitors running lunchtime clubs/interventions should do a quick head count and take the children to the nearest appropriate assembly point.