



Grove School

Volunteers in School Policy

This policy applies to work experience students who are attending college or secondary school.

November 2018

1. Introduction

At Grove School, volunteers are a welcome resource for helping to raise children's achievement, they complement the work of teachers and teaching assistants.

We believe that our school benefits from developing well planned, active parental and community links through participation by adults and work experience students in the activities of the school on a voluntary basis.

We also believe that the role of volunteers in our school provides for the enrichment of the pupil's learning experiences, but should not encroach on or restrict professional teaching duties.

The deployment of any volunteer, whether for one day or for a number of sessions over a longer period, is managed with care; in particular taking account of the needs of the pupils and the staff to whom they are assigned.

At Grove school the head teacher, senior leadership team and governors are mindful of deploying volunteers appropriately.

Volunteers are not asked to replace paid staff or given responsibility within the school that would normally be associated with paid employees.

2. Deployment

- a) Volunteers are not asked to carry out duties which:-
- (i) fall normally within a teacher's responsibility under *loco parentis*;
 - (ii) fall normally within the job description of a teacher or member of support staff, i.e. they are not asked to cover the absence of staff from school;
 - (iii) would normally be performed by a contractor engaged by the LEA or by the school;
 - (iv) require them to have unsupervised access to children on a 1:1 basis; a volunteer is in **unregulated activity** and should not be left alone or asked to be in a situation where they are alone with a child/children.

3. Organisation

- (a) A prospective volunteer is required to complete an application form (see appendix A). The named person to whom applications to volunteer and/or complete a work placement at Grove is Miss J Williams. Miss Williams will meet with a senior manager and uses the application form to assess the suitability of a volunteer.

Following successful selection;

- (b) Each volunteer is linked with a specific member of staff to whom he or she will be directly responsible. Whilst there should be no significant addition to the workload of the staff member taking responsibility for the volunteer, it is expected that time is taken to ensure the volunteer is adequately inducted into the role and that there is mutual agreement and understanding. This additional responsibility is not compulsory for staff but will only be delegated with the agreement of the employee concerned.

(c) All volunteers are made to feel welcome. The parameters of their role within the school are clearly defined from the outset in order to avoid the possibility of misunderstanding.

4. School Regulations and Other Information

(a) In fairness to all concerned, volunteers are made aware of the Grove Expectations. This includes procedures designed to avoid hazards or risks associated with the tasks that they are being asked to carry out and, importantly, all safeguarding and child protection procedures will be part of the induction of volunteers in school.

(b) As part of their induction to life at the school, volunteers are also provided with basic information such as details of those facilities available to them e.g. resource areas, toilets etc.

(c) We feel that it is vital that volunteers are made aware of the following procedures. Induction for volunteers will include:

- Expectations with regard to confidentiality;
- Access to information related to pupils and/or staff;
- Expected level of behaviour and an awareness of Professional Codes of Conduct;
- School's Equal Opportunities policy – especially focusing on issues relating to discrimination and the use of appropriate language;

- The school's Whistle Blowing procedure
- The school's fire policy and fire evacuation procedures
- The school's lockdown procedures

All volunteers will complete an induction with a senior member of staff prior to commencing their role as a volunteer.

5. Safeguarding children and child protection

- (a) In September 2012 the Independent Safeguarding Authority (ISA) and Criminal Records Bureau (CRB) merged functions to create a new Disclosure and Barring Service.

The DBS has also introduced a minimum age (16 years of age) at which someone can apply for a DBS check.

Grove School follows the Keeping Children Safe in Education – statutory guidance for schools and colleges, September 2018. School follows the guidance in Part Three: Safer Recruitment in relation to volunteers in school:

In a school or college, a supervised volunteer who regularly teaches or looks after children is not in regulated activity. The government has published separate statutory guidance on supervision in relation to regulated activity (see Annex F). When schools and colleges are considering which checks should be undertaken on volunteers, they should have regard to that guidance, together with paragraphs 161-166. However, schools and colleges may choose to carry out an enhanced DBS check, without barred list information, in certain circumstances (see paragraph 163).

Annex F: Statutory guidance – regulated activity (children) - Supervision of activity with children which is regulated activity when unsupervised.

We start with a presumption of trust and confidence in those who work with children, and the good sense and judgment of their managers. This guidance applies when an organisation decides to supervise with the aim that the supervised work will not be regulated activity (when it would be, if not so supervised). In such a case, the law makes three main points:

- there must be supervision by a person who is in regulated activity
- the supervision must be regular and day to day; and
- the supervision must be “reasonable in all the circumstances to ensure the protection of children.

The organisation must have regard to this guidance. This gives local managers the flexibility to determine what is reasonable for their circumstances. While the precise nature and level of supervision will vary from case to case, guidance on the main legal points above is as follows.

Supervision by a person in regulated activity/regular and day to day: supervisors must be in regulated activity themselves. The duty that supervision must take place “on a regular basis” means that supervision must not, for example, be concentrated during the first few weeks of an activity and then tail off thereafter, becoming the exception not the rule. It must take place on an ongoing basis, whether the worker has just started or has been doing the activity for some time.

Reasonable in the circumstances: within the statutory duty, the level of supervision may differ, depending on all the circumstances of a case. Organisations should consider the following factors in deciding the specific level of supervision the organisation will require in an individual case:

- ages of the children, including whether their ages differ widely;
- number of children that the individual is working with;
- whether or not other workers are helping to look after the children;
- the nature of the individual's work (or, in a specified place such as a school, the individual's opportunity for contact with children);
- how vulnerable the children are (the more they are, the more an organisation might opt for workers to be in regulated activity);
- how many workers would be supervised by each supervising worker.

In law, an organisation will have no entitlement to do a barred list check on a worker who, because they are supervised, is not in regulated activity.

Volunteers will no longer be subject to a DBS check as they are no longer in regulated activity. Regulated activity is where a person provides unsupervised activity of more than 3 days in a 30 day period or where work is carried out frequently by the same person.

As with any visitor coming into school volunteers will still need to provide a member of the administrative team with a piece of valid ID:

- Passport
- Driver's licence
- Marriage certificate
- Birth certificate
- Change of name deed if name is different from that on the birth certificate.

All documents must be originals and not photocopies.

6. Childcare (Disqualification) Regulations 2009

The legal duty to conduct checks on persons in schools

1. **New requirements:**

- 1.1 The Department for Education has recently issued supplementary advice to its ***'Keeping Children Safe in Education'*** guidance

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf

- 1.2) explaining the Childcare (Disqualification) Regulations 2009 (<http://www.legislation.gov.uk/ukxi/2009/1547/contents/made>) apply to relevant persons (see definitions below) in schools.

- 1.2 The supplementary advice explains that:

- the checks required by the Regulations should be undertaken with all relevant persons, i.e. those currently with the school and those new to the school;

- the law prohibits anyone who is disqualified under the Regulations, **or who lives in the same household as another person who is disqualified or in a household in which any such person is employed**, from undertaking relevant work in a relevant setting, including a school; and
 - a disqualified person can ask Ofsted to waive their disqualification to enable them to undertake relevant work.
- 1.3 During school inspections, it is likely that Ofsted will ask whether the required checks have been undertaken. Therefore, any results generated by these checks should be recorded alongside the others conducted by the school in the Single Central Record form; to assist a new column has been added to the Local Authority's template.
- 1. Who must be checked?** (Definitions: relevant person, work and setting.)
- 2.1 'Relevant person' – This includes all employees, governors, volunteers, agency workers and other providers of services, whether currently with the setting or a new appointment, undertaking relevant work in a relevant setting.
- 2.2 'Relevant work' – Working in connection with any early years care or childcare for children in later years, i.e. below the age of 8, or being directly involved in the management of such provision.
- 2.3 'Relevant setting' – This includes nursery and Key Stage 1 classes in schools, any provision that involves caring for children who are not registered pupils of the school and before & after school clubs, regardless of the type or phase of school in which those activities take place.

Therefore, as the Regulations use the phrase 'in connection with', these rules are likely to apply to everyone in nurseries and primary schools, because they are unlikely to work exclusively with children aged 8 and over, but secondary schools that provide childcare for children aged

under 8 can limit their checks to relevant persons performing relevant work.

3. Who is disqualified?

3.1 A person is disqualified if any of the following apply:

- The person is the subject of an Order, direction or similar in respect of childcare, including orders made in respect of his or her own children;
- Registration has been refused or cancelled in relation to childcare, children's homes or private fostering;
- The person has been cautioned for, or convicted of certain violent or sexual criminal offences against adults and any offences against children (these are listed in the Childcare Disqualification Regulations <http://www.legislation.gov.uk/ukxi/2009/1547/contents/made> and include similar offences committed abroad); or
- The person lives or works in the same household as another person who is disqualified. This means that the other person has an order, restriction, conviction, caution etc. as set out in the Regulations; the person working in the school then becomes disqualified by association.

NB: A full list of disqualifications is available in the Regulations and the guidance.

4. Action Required:

4.1 All 'relevant persons' in the school must be:

- supplied with a copy of the guidance, which explains when a person is disqualified under the Regulations; and
- asked to complete a declaration form, as soon as possible, stating that they are not disqualified and that, to their knowledge, a disqualified person does not live or work in their household (a Model Declaration Form is enclosed).

NB: Schools must obtain written confirmation from supply agencies that they have undertaken these checks for agency workers supplied to the school.

4.2 All new appointments, including new volunteers, must complete a declaration form and their Disclosure and Barring certificates should be checked against the list of offences in the Regulations.

4.3 All records, documents and information associated with these checks must be stored securely and in accordance with the Data Protection Act 1998; and

4.4 If anyone is identified as being a disqualified person under the Regulations, the school must ensure that they are immediately removed from the relevant setting, taking advice from Employee Relations on how to do this, and then ensure that the matter is reported to Ofsted as soon as possible, but no later than 14 days after the school should have known about their status

IMPORTANT:

It is the Head teacher's responsibility to ensure that volunteers do not have unsupervised access to children.

7. Insurance

(a) Volunteers are informed about the extent of the insurance cover available.

Whilst volunteering for the school they are covered by the LEA for third party

liability only and the limitations of this insurance are explained carefully to

volunteers. They may wish to make their own arrangements for insuring against

theft, personal injury or damage to their own property.

- (b) Volunteers using their own car to transport children other than their own children to school events, (sport, music etc) are made aware of the school policy and advised to check with their car insurance company to ensure that they do not contravene their insurance policy conditions.
- (c) The school carefully considers all aspects of insurance and safety before deploying volunteers to drive a school minibus. All parties will be made fully aware of the regulations and drivers will be offered appropriate training and instruction before taking children on journeys in vehicles hired by the school.

8. Documents to be used as a basis for training all volunteers

- Safeguarding and Child Protection Policy
 - Equality Objectives
 - Volunteers in School Policy
 - Whistle blowing Policy
 - Fire Policy
 - Fire Evacuation procedures
 - Routine booklet
 - Lockdown procedures

Grove School

Application to join the school for voluntary/work experience

Name: _____

Date of birth: _____

Address: _____

Telephone numbers _____

Is your application connected to a college/university course/
qualification?

Yes

No

If yes, please complete the following:

Name of college/university _____

Address _____

Course Details:

Link Tutor :

Name :

Telephone:

Qualification you are working towards:

Length of course:

Is your application linked to work experience (ie you are attending secondary school)

Yes

No

Please complete the following to give accurate details of when and how long you are available for.

I wish to work in school as a volunteer on the following days:

Monday Tuesday Wednesday
Thursday Friday

I would be available to work:

From: _____ To: _____

My work would be supervised by: _____

(if linked to a college qualification)

My work would be supervised:

Weekly Half termly

Termly

Other

Please specify _____

If accepted I understand that I will need to attend an induction meeting led by a senior teacher and will need to be aware of, and follow, all school policies.

Signed: _____

Date: _____

Grove school adheres to Birmingham City Council's No Platform policy (November 2018).

You will be required to provide proof of ID and , if aged 18 years or above , have a current DBS.

You will be working in unregulated activity and therefore will not be working alone with children, your time in school will be under the supervision of a member of staff in regulated activity with children.

If, during your time volunteering at Grove, your behavior and/or conduct does not meet the Grove expectations or is deemed to not be appropriate the position of volunteer will cease and where appropriate college/school/university mentors/tutors contacted to discuss such conduct.

Please complete this form and return to the school office for the attention of Miss J Williams.