



# Parklands Community Primary School

## Volunteer Policy

**Date of Approval:** Spring 2025

**Review Date:** Spring 2027

**Reviewed by:** FBG

**Policy written in consultation with staff, governors, pupils and parents**

**This Policy complies with Section 89 of the Education and Inspections Act 2006**

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## 1. 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.

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 the Parklands Community Primary School 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 Department for Education (DfE)'s statutory safeguarding guidance, [Keeping Children Safe in Education \(KCSIE\)](#).

## 2. How we use volunteers

At Parklands volunteers may:

- Hear children read
- Accompany school visits
- Work with individual children
- Work with small groups of children
- Support specific curriculum areas, such as ICT or art

This isn't an exhaustive list.

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

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.

## 3. How to apply to volunteer

- Please contact the school office if you are interested in volunteering and they will put you in touch with the member of SLT responsible for volunteers.
- You will then be called or invited in to discuss how you would like to volunteer at school

## 4. Appointment of volunteers

Volunteers are appointed by a member of SLT.

Appointment and induction of new volunteers can often take six weeks and is dependent on the candidate and available spaces within the school.

An enhanced DBS check, character references and other appropriate safeguarding and recruitment checks have to be completed before meeting with a member of SLT for induction.

At induction school procedures such as safeguarding and First Aid protocols, vision and values and medical concerns will be discussed. Volunteers will also be given the school volunteer handbook.

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.

## 5. 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:

- Work 1-on-1 with pupils unsupervised
- 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 and understood part 1 of Keeping Children Safe in Education
- Require volunteers to agree and adhere to our code of conduct (see appendix 2) and to read, and adhere to, the school's policies on:
  - Safeguarding
  - Use of mobile phones
  - ICT and internet acceptable use
  - Online safety
  - Behaviour
  - Childcare Disqualification Declaration Form to be completed
- 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

## **6. Induction and training**

Volunteers must complete an induction meeting and appropriate training prior to beginning work at the school with a member of SLT.

Training requirements will be determined by the headteacher, or the appropriate member of staff.

**All volunteers** must have safeguarding training. Other training requirements will be based on the nature of the work the volunteer will be doing.

## **7. 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 Volunteer Handbook and/or our 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.

## **8. Conduct of volunteers**

Volunteers must comply with our Code of Conduct as found in the Volunteer Handbook and as appendix ?

## **10. Insurance**

The school's insurance policy does cover 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.

## **11. Data protection and record keeping**

Our privacy notice for volunteers explains what information we collect about volunteers and why we collect it.

We will:

Remove details of volunteers from the single central record (SCR) once they no longer work at our school

## **12. Monitoring and review**

This policy has been approved by the governing body and will be reviewed regularly.

## **13. Links to other policies**

This volunteering policy is linked to our:

- Child protection and Safeguarding policy
- Staff conduct policy

## 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 for volunteers.*

*This can be found on our school website.*

### PERSONAL DETAILS

<b>Name:</b>	
<b>Date of birth:</b>	
<b>Gender:</b>	
<b>Telephone number:</b>	
<b>Email address:</b>	
<b>Home address:</b>	

### DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

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 schools privacy notice.

<b>Do you have a DBS check? (please circle)</b>	Yes/No
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## DISCLOSURE AND BARRING SERVICE (DBS) INFORMATION

<b>If yes, what type of check do you have? (please circle)</b>	Basic DBS / Standard DBS / Enhanced DBS / Enhanced DBS with barred list information
<b>Date of check:</b>	
<b>Certificate number:</b>	

## AVAILABILITY

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

## EXPERIENCE AND QUALIFICATIONS

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

## EXPERIENCE AND QUALIFICATIONS

Why would you like to volunteer at Parklands?

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.)

Do you have any relevant qualifications?

## PREFERENCES

What age group would you prefer to work with?

Would you prefer to work 1-on-1 or with a small group?

## 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.).

<b>Name:</b>	<b>Name:</b>
<b>Relationship to you:</b>	<b>Relationship to you:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone number:</b>	<b>Telephone number:</b>
<b>Email address:</b>	<b>Email address:</b>

## DISABILITY AND ACCESSIBILITY

The Parklands 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:

# CODE OF CONDUCT

This section provides a guide for adults working in schools (including staff, governors, volunteers and visitors) about acceptable and desirable conduct to protect both adults and pupils, this includes any volunteer helpers taking part in off-site visits.

It is based upon the document 'Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings' (Sept 2006), in which you can find useful examples of acceptable and unacceptable conduct, together with discussion of the issues raised; the West Sussex Standards of Conduct or our own expectations of conduct.

All adults working in our school must know the name of the Designated Child Protection Officer, be familiar with local child protection arrangements and understand their responsibilities to safeguard and protect children and young people. This information is contained in the Child Protection Policy which should be read in conjunction with this document.

## **Basic Principles:**

The child's welfare, development and progress is paramount (Children Act 1989).

Help children and young people to become confident and successful learners.

Demonstrate respect for diversity and promote equality.

Demonstrate honesty and integrity and uphold public trust and confidence.

Adults working in school are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions.

Adults working in the school must work and be able to work in an open and transparent way.

Adults should discuss and/or take advice promptly from their line manager or another senior member of staff about any incident which could give rise to concern. This would include reporting infatuations by a pupil for that member of staff or another staff member, to ensure that such situations can be handled promptly and sensitively.

A record should be kept of any such incident and of decisions made/further actions agreed, in accordance with school record keeping policy.

## **All staff, volunteers and visitors to the school must:**

Provide a good example and a positive role model to members of the school community including pupils.

Behave in a mature, respectful, safe, fair and considered manner. For example, you must ensure that you:

- Are not sarcastic and do not make remarks or 'jokes' to pupils or members of the school community of a personal, sexual, racist, discriminatory, intimidating or otherwise offensive nature.
- Do not embarrass or humiliate others.
- Ensure any personal social networking sites only contain photographs and material that is considered decent and depicting a respectful professional conduct. Ensure the social network site is not used to discuss school matters, particularly confidential matters and make any comments regarding other members of staff of a personal or professional nature that could be deemed to compromise the reputation of the individual concerned or the school. Ensure security settings are set to the highest ranking and any photographs and dialogue that can be viewed by the public are professional and mature in content.

Do not discriminate favourably or unfavourably towards any child. For example:

- Treat all pupils equally – never build 'special' relationships or confer favour on particular pupils
- Do not give or receive (other than token) gifts unless arranged through school.
- Do not discuss another child unfavourably, i.e. it could be interpreted as offensive or discriminatory in nature, in front of other children or other adults, or in an area where it could be overheard.

Ensure that your relationship with pupils remains on a professional footing, for example you must:

- Only touch pupils when this is necessary and appropriate for the pupil's wellbeing or safety (more guidance on this is set out in the DfES Guidance for Safe Practice).
- Not behave in a way that could lead a reasonable observer to question your conduct, intentions of suitability to care for other people's children.
- Not make arrangements to contact, communicate or meet with pupils, past or present, outside your work (this includes use of email, text, social network sites and other messaging systems).
- Not develop 'personal' or sexual relationships with pupils. In particular your attention is drawn to the provisions of the Sexual Offences Act 2003, which creates a new criminal offence of abuse of a position of trust (when a person aged 18 or over is in a 'position of trust' with a person under 18 and engages in sexual activity with or in the presence of that child, or causes or incites that child to engage in or watch sexual activity).

This document should also be read in conjunction with the West Sussex Standards of Conduct.

Please note school community refers to children, parents/carers and their families, staff, governors and visitors.

Appendix 3 – Volunteer Medical Form

**ADULT VOLUNTEER MEDICAL FORM**  
**PARKLANDS COMMUNITY PRIMARY SCHOOL**

Name: \_\_\_\_\_

Adult's date of birth: \_\_\_\_\_ Name of own Doctor: \_\_\_\_\_

Doctor's Address \_\_\_\_\_

\_\_\_\_\_ Telephone No. \_\_\_\_\_

Please delete and complete the following as it is appropriate:

I have: no illness, allergy or physical disability / the following illness, allergy or physical disability:

\_\_\_\_\_

which necessitates the following medical treatment:

\_\_\_\_\_

\_\_\_\_\_

I consent to any emergency treatment necessary during the course of the visit.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Home Address:

\_\_\_\_\_

Home Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Please state an Emergency Contact who the school can contact if necessary:

Name: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

NOTE: Photographs of the trip may be taken. Please confirm if you agree for such pictures to be used for normal publicity purposes on the establishment's website please tick box:

YES, I consent to the use of my image  NO, I do not consent to the use of my image

Signed \_\_\_\_\_ Date \_\_\_\_\_

All personal information will be processed in accordance with the Law. Please see the attached Privacy Notice for Recruitment and Volunteers.

## Appendix 4 – Volunteer or Work Experience Confidentiality Agreement

### West Sussex County Council

#### Volunteer or Work Experience Confidentiality Agreement

As a volunteer, or in gaining work experience with West Sussex County Council you are likely to come across confidential information about the council and personal data about its current and former staff, clients, customers, partner agencies and third parties. This information may be in many forms including paper files, and through electronic and digital devices.

You must at all times respect all forms of personal information and not use the information for your own benefit or disclose the information, except where required or instructed by your line manager or permitted to do so by law.

Before starting with West Sussex County Council, you must sign the two copies of the confidentiality declaration agreement below. Once signed, you and your manager will each retain a copy. Your manager will retain this copy for our records throughout the duration of your volunteer or work experience assignment with the council.

The wording in this agreement below reflects the requirements of the West Sussex County Council (WSSCC) to comply with the Data Protection Act and the General Data Protection Regulations (GDPR)

#### Confidentiality Agreement Declaration

I \_\_\_\_\_ hereby agree that I will at all times, whether on work experience or during the course of my volunteering assignment and except where such information is in the public domain:

- Not reveal or use any personal or sensitive data stored or accessed by West Sussex County Council for personal gain;
- Not reveal or use confidential information regarding systems and programme design, and data for personal gain;
- Not discuss any personal or sensitive data stored or accessed by West Sussex County Council with anyone who is not legitimately entitled to receive this information; discussion about personal or sensitive data should only be where it is necessary by the nature of work carried out on behalf of the council and during working hours;
- Use computer equipment and access the internet only when authorised to do so and only for official employer business, as unauthorised usage could result in damage to the equipment and loss of stored data;
- Undertake to familiarise myself with the data protection procedures set down by the West Sussex County Council as a result of the General Data Protection Regulations; 2

I understand that any breach of this agreement could result in the council's sensitive and confidential personal data being disclosed to unauthorised users and recipients and that as a consequence West Sussex could be in breach of Data Protection Act or the General Data Protection Regulations.

As such the council will view any failure to adhere to this agreement as extremely serious and I understand could result in the cessation of my volunteer work or my work experience with immediate effect.

Nothing in this agreement prevents me from making a protected disclosure within the meaning of s.43A of the Employment Rights Act 1996.

**Volunteer/ Work Experience/Career Taster Applicant**

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

**Supervisor**

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_



## Childcare Disqualification

There are two parts to this document. Part A is the Disqualification Declaration Form to be completed by existing employees / volunteers working in childcare at the school, or by shortlisted candidates / new volunteers applying for a childcare position at the school. Part B provides background information about the underpinning legislation and statutory government guidance (the Childcare Act 2006 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 (“the 2018 Regulations”).

### A: Disqualification Declaration Form

#### Instructions

This form has five sections to be completed:

1. Employee / volunteer / candidate details.
2. Disqualification criteria.
3. Orders and offences.
4. Provision of information.
5. Declaration.

**Important note:** before completing this form, read the information in part B which summarises the legislative and statutory guidance that requires employees, volunteers and candidates to confirm that they are not disqualified under the terms of “the 2018 regulations”.

This form is designed to be completed using a computer. Once completed, print it off, sign the declaration and return it as instructed by the school.

#### Section 1 - Employee / Volunteer / Shortlisted Candidate’s Details

Provide the following information. The name of the school should be where the position is that’s being applied for.

Current job / position applied for	
Name of school	
First name	
Last name	

#### Section 2 - Disqualification Criteria – Self-Declaration

Answer either “yes” or “no” to confirm whether any of the listed disqualification criteria under the 2006 Act and “the 2018 regulations” apply to you:

Inclusion on the Disclosure and Barring Service (DBS) children’s barred list.	Yes / No
Being found to have committed certain violent and sexual offences against children and adults which are referred to in regulation 4 and Schedules 2 and 3 of “the 2018 Regulations” (note that regulation 4 also refers to offences that are listed in other pieces of legislation).	Yes / No
Certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of “the 2018 Regulations”.	Yes / No

Refusal or cancellation of registration relating to childcare or children's homes or being prohibited from private fostering as specified in Schedule 1 of "the 2018 Regulations".	Yes / No
Being found to have committed an offence overseas which would constitute an offence regarding disqualification under "the 2018 Regulations" if it had been done in any part of the UK.	Yes / No

**Note:** the above list is only a summary of the criteria that lead to disqualification. Further details about the specific orders and offences which lead to disqualification are set out in "the 2018 Regulations."

### Section 3 – Relevant Orders And Offences

Under the legislation a person is disqualified if they are found to have committed an offence which is included in "the 2018 Regulations" (i.e., a "relevant offence") including those listed in the table below.

Answer either "yes" or "no" to confirm whether any of the points listed apply to you:

Being convicted of a "relevant offence".	Yes / No
On or after 6 April 2007, being given a caution for a "relevant offence".	Yes / No
On or after 8 April 2013, being given a youth caution for a "relevant offence".	Yes / No

**Note:** a list of the relevant orders and offences referred to in sections 1 and 2 above are set out in "the 2018 Regulations."

Additionally, any offence resulting in the death or bodily injury of a child is considered a "relevant offence" under the legislation and must be disclosed.

Answer either "yes" or "no" to confirm whether the point below applies to you:

Any offence that resulted in the death or bodily injury of a child.	Yes / No
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### Section 4 – Provision Of Information

Existing employees / volunteers working at the school who have answered "yes" to any of the questions in sections 2 and 3 above should provide further details to the school's headteacher (or their deputy as appropriate). Shortlisted candidates / new volunteers who have answered "yes" to any of the questions in sections 2 and 3 above should provide further details as instructed by the school. The information provided should include:

- Details (including any date) of the order, determination, conviction, or other ground for disqualification from registration under the terms of "the 2018 Regulations".
- The relevant body or court which made the order, determination or conviction and the sentence (if any) imposed.
- A certified copy of the relevant order, determination, caution, conviction, reprimand, or warning under the terms of "the 2018 Regulations".

Any questions which are answered as "yes" will be referred to Ofsted for advice.

### Section 5 – Disqualification Declaration

In signing this form, I declare that the information provided above is true to the best of my knowledge. I understand:

- My responsibilities to safeguard children.
- That I must notify the school's headteacher (or deputy as appropriate) immediately of anything that affects my suitability including any pending court appearances, cautions,

reprimands, warnings, convictions, orders, or other determinations made in respect of me that may render me to be disqualified from working with children under the terms of "the 2018 Regulations".

- That false information may result in my being disqualified from working or volunteering in childcare and could lead to dismissal.

**Signature:**

**Print Name:**

**Date:** DD/MM/YYYY

END OF PART A

## Part B - Legislative and Statutory Background

### Introduction

In 2018 the Department for Education (DfE) issued [statutory guidance](#) for local authorities, maintained schools, academies, and free schools in relation to "Disqualification Under The Childcare Act 2006".

This guidance, and as per paragraphs 263-267 of '[Keeping Children Safe In Education](#)', means that schools providing childcare must ensure that appropriate checks are carried out to ensure that individuals employed to work in reception classes, or in wraparound care for children up to the age of 8, are not disqualified from working in these settings under the [2018 Childcare Disqualification Regulations](#) (the "2018 regulations"). This is in addition to other checks the school will carry out (e.g., a Disclosure and Barring Service check).

### The Disqualification Declaration Form

Relevant staff, volunteers and shortlisted candidates can be asked to sign the Disqualification Declaration Form in part A to confirm their disqualification status but there is no legal requirement for them to do so. However, schools do need to be able to confirm the date on which a disqualification check was completed.

The Council recommends that relevant staff, volunteers, and shortlisted candidates, are asked to sign the Disqualification Declaration Form in part A. If they do not agree then they should read the Disqualification Declaration Form in part A and verbally confirm to the relevant person at the school their disqualification status under the terms of "the 2018 Regulations." A note will be made of all verbal declarations.

### Questions Answered "Yes"

Any questions which are answered as "yes" on completion of the Disqualification Declaration Form in part A or confirmed verbally, will be referred to Ofsted (the Office for Standards in Education, Children's Services and Skills) for advice.

### Storing And Recording Information

Any signed Disqualification Declaration Form and notes of verbal declarations must be stored securely by the school. Although it is not mandatory for these checks to be included on a Single Central Record, the Council recommends that they are to ensure that safeguarding records are kept in one place.

### Who Is Covered By The Regulations?

Staff and volunteers in schools covered by the "2018 regulations" include the following:

- **Staff and volunteers who work in early years' provision** (including teachers and support staff working in nursery and reception classes) - early years' provision includes

work during normal school hours looking after children aged up to and including 31 August following their 5th birthday (i.e., a reception class).

- **Staff and volunteers working in later years' provision for children** - later years' provision includes work in childcare outside normal school hours with children who are older than reception age (as defined above) but under age 8. The work for later years' provision does not include extended education activities but it does include before school activities such as breakfast clubs and similar after school provision.
- **Staff and volunteers who are directly concerned in the management of such early or later years' provision** – typically a headteacher and other appropriate senior staff.

### **Grounds for Disqualification**

If in any doubt, refer to "the 2018 regulations" if further information is required about the grounds for disqualification before signing, or verbally confirming the answers to, the Disqualification Declaration Form in part A.

A person may be disqualified through:

1. Being included on the Disclosure and Barring Service children's barred list.
2. Being cautioned for or convicted of certain violent and sexual criminal offences against children and adults (as defined in the regulations).
3. Grounds relating to the care of children (including where an order is made in respect of a child under the person's care).
4. Having registration refused or cancelled in relation to childcare, or children's homes, or being disqualified from private fostering.

**Note:** "disqualification by association" in non-domestic settings e.g., schools was removed in 2018 as a ground for disqualification under the terms of "the 2018 Regulations".

### **Application For A Waiver From Ofsted**

A disqualified person is not permitted to continue working in a setting providing care for relevant children under age 8. However, a disqualified person can [apply for a waiver of disqualification from Ofsted](#).

END OF PART B