Tidbury Green School Dickens
Heath Road
Tidbury Green
Solihull
B90 1QW

Policy Name

Volunteers Policy

Date of Review

Summer Term 2025

Next Review Date

Summer Term 2027

Agreed by Governors

Summer Term 2025

Date

April 2025

Policy:	Volunteers Policy
People Authorised to make changes to this policy:	• Mrs R Fitter • Mr B Green
Committee responsible for approving policy:	Policy and Curriculum Committee

Questions for the reviewer of this policy:	
Does this policy comply with statutory requirements and is relevant legislation and guidance referenced in the policy?	Yes
Does the policy reflect current evidence-based good practice?	Yes
Is the policy consistent with the vision and ethos of the school?	Yes
Does the policy reflect current practice in the school?	Yes

After policy review:	
Changes made:	Changes to personnel. Right to work in the UK updated to volunteer criteria.
Expected impact of updated policy:	In line with KCSIE 2024-25
Updated policy sent to governors:	Summer Term 2025
Updated policy sent to staff:	Summer Term 2025
Updated policy put on website:	n/a

1. Introduction and aims

1.1 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.

1.2 The aim of the Tidbury Green School's 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

1.3 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

2.1 At Tidbury Green School 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

2.2 Volunteers may be:

- Members of the governing board
- Parents
- Former pupils
- Students on work experience
- Community members / PTA

2.3 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

3.1 Prospective volunteers should make contact with the school's family liaison leader or office team to express their interest in becoming a volunteer in school. The school's family support worker is Laura Price and the office team is led by Emma Smith. Contact can be made in person, by telephone or by email.

4. Appointment of volunteers

4.1 Volunteers are appointed by the Family Support Worker and administration is undertaken by the office team.

4.2 The induction of new volunteers can take up to 6 weeks and is dependent on the candidate and available spaces within the school.

4.3 All volunteer places are conditional upon the completion of an enhanced DBS check (if appropriate) and other appropriate safeguarding and recruitment checks, and relevant training. All volunteers must have the right to work in the UK.

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

4.5 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 to view an enhanced DBS checks have been carried out before a volunteer is allowed to start work at the school.

4.6 All volunteers should have read and understand the Tidbury Green Volunteers Code of Conduct (Appendix 1) before they begin working with the school.

5. Safeguarding

5.1 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 1) and to read, and adhere to, the school's policies on our school website on:
    - Safeguarding
    - Use of smartphones or devices
    - Online safety
    - Behaviour
- Ensure that visitors 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 is not 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

5.2 Visitors are those who at school on a one-off basis and will not be working unsupervised with pupils. A volunteer are those involved in regular activity with pupils, where an enhances DBS check with barred list information has been provided to the school.

5.3 Volunteers details will be held on the school's single central record (SCR).

6. Induction and training

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

6.2 Training requirements will be determined by the Family Liaison Leader, alongside the Headteacher.

6.3 All volunteers must have read relevant risk assessment as appropriate to their volunteering role in school. Other training requirements will be based on the nature of the work the volunteer will be doing.

7. Confidentiality

7.1 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.

7.2 If volunteers have concerns, they should raise these with the appropriate member of staff. They must not discuss them with pupils or parents. This does not prevent volunteers from adhering to the school's safeguarding policy (with regard to reporting safeguarding concerns or disclosures).

7.3 If concerns relate to safeguarding, volunteers must follow the guidance in our safeguarding and child protection policy and inform a designated safeguarding lead (DSL) in school the same day, or immediately where a pupil is at risk of immediate harm.

7.4 If concerns are related to whistleblowing, volunteers must follow the guidance in our whistleblowing policy.

8. Conduct of volunteers

8.1 Volunteers must comply with the code of conduct set out in Appendix 1 of this policy.

9. Data protection and record keeping

9.1 Our privacy notice explains what information we collect and why we collect it.

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

10. Monitoring and review

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

Appendix 1: code of conduct for volunteers at Tidbury Green School

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 / Smart phones

1.1.5. Data protection

1.1.6. Health and safety

1.1.7. Equality Objectives

1.1.8. Whistle-blowing

1.1.9. Behaviour and safety

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, Laura Price

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".

2.5. Volunteers must not transport pupils in their own cars unless specific arrangements have been made with the school, and the pupil's parents have provided consent.

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. Volunteers, who are parents of pupils in school will be deployed, where possible, to a different group or class to their own child(ren).

2.7. If a volunteer is unable to come to school when they are expected/scheduled to be in, they must contact their supervisor or 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 a deputy DSL. The DSLs in school are Mrs Fitter, Mr Jones, Mr Green, Miss Morgan, Mrs Lynch and Miss Murphy.

3.3. Volunteers should refrain from physical contact with pupils, and should use their judgement to determine when physical contact is appropriate.

3.4. Volunteers 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 their supervisor.

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